MINUTES

BOARD OF LIBRARY TRUSTEES SITTING AS BOARD OF FINANCE

8 January 1985

The Board of Library Trustees met as the Board of Finance in the Director's Office at the Main Library at 11:45 a.m. on 8 January 1985. Members present: Zohrab Tazian, Alan McMahan, Patricia Beers, Mary Koehlinger. Members absent: Lu Ann Beaman, Rae Gates, James Ganaway. Mr. Tazian presided.

1. Election of officers of the Board of Finance. The Board elected Alan McMahan as president of the Board of Finance and Zohrab Tazian as secretary of the Board of Finance.

2. Setting of date for meeting to open proposals and designate depositories for the ensuing two years. The Board set the date of Friday 8 February 1985 at 9:00 a.m. in the Office of the Director at the Main Library.

3. Other business. None.

4. Adjournment. The Board adjourned at 11:55 a.m.

MINUTES

BOARD OF LIBRARY TRUSTEES SITTING AS BOARD OF FINANCE

8 January 1985

The Board of Library Trustees met as the Board of Finance in the Director's office at the Main Library at 11:45 a.m. on 8 January 1985. Members present: Samuel Dorling, Alan McMahon, Patricia Moore, Mary Sundstrom, Theodore Abrams, Lu Ann Cyrus, Ken Gates, James Dunaway. Mr. Tanke presided.

1. Election of officers of the Board of Finance. The Board elected Alan McMahon as president of the Board of Finance and Judson Tanke as secretary of the Board of Finance.

2. Setting of date for meeting to open proposals and designate depository for the ensuing two years. The Board set the date of Friday 8 February 1985 at noon a.m. in the office of the Director at the Main Library.

3. Other business. None.

4. Adjournment. The Board adjourned at 11:55 a.m.

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Rick J. Ashton
director

17 January 1985

To: All Library Board Members

From: Rick Ashton

Re: 24 January Regular Board Meeting

The Board of Library Trustees will meet for its first regular meeting in 1985 on Thursday 24 January at 3:00 p.m. in the Upstairs Auditorium in the Main Library. A good crowd can be expected.

After consultation with Mrs. Beers, Vice-President, who will be presiding at the meeting, I have placed the opportunity for public comment on the branch consultant recommendations at the top of the agenda, so that people wishing to participate in this discussion will not have to sit through an entire Board meeting.

In addition to hearing from the members of the public concerning the branch plan recommendations, there are several other important items on the agenda. I hope you can all attend.

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
24 January 1985
PLEASE NOTE LOCATION:
Upstairs Auditorium, Main Library
900 Webster Street
3:00 p.m.

1. Adoption of the agenda.

2. Opportunity for public comment on the report: "Branch Library Service Plan Recommended for Allen County Public Library."

3. Approval of the minutes of the 27 December 1984 regular Board meeting.

4. Approval of the minutes of the 8 January 1985 meeting of the Board of Finance.

5. Reception of the financial report of 31 December 1984.

6. Report of the Director.
   - A. Library use during 1984.
   - B. Additional appropriation difficulties.
   - C. 1985 Operating levy and rate approval.
   - D. Request for a meeting from the Mayor, Clerk-Treasurer, and City Council of the city of Woodburn.
   - E. Retirement of Richard Tritch, bookmobile driver.
   - F. Friends of the Library "Gold Again" campaign.
   - G. Other.

7. Consideration of possible changes of time and place of 28 February and 28 March regular Board meetings.

8. Reception of automation planning progress report. Luana Stanley.

9. Consideration of setting date to receive automation consultant and automation advisory committee report.

10. Property transfers at the Georgetown Branch Library property.
    - A. Approval of warranty deed granting additional right of way to the city of Fort Wayne for East State Boulevard.
    - B. Approval of grant of easement for ingress-egress purposes to Lake Forest Garden Apartments.

11. Approval of application for Library Services and Construction Act Grant of $10,925.00 under the Major Urban Resource Library program.

12. Approval of resolution to require signature of Treasurer only on Library checks and warrants.

13. Approval of resolution to liquidate the William Crane Memorial Fund

and the Recordings Endowment Fund.

14. Approval of the following salaried appointments:

Gary Brooks	Clerk, Georgetown Branch #116 Grade 3	$10,352.64

15. Approval of payment of the following bills:

1/31/85	Accounts Payable	$373,099.54
12/21/84	Sheraton Washington	152.00
12/21/84	Lester L. Stoffel	8,445.40
12/21/84	University of Redlands	10.00
12/21/84	Laura Snider	2.95
12/21/84	Henry Ford	3.95
12/21/84	Kristen Sieds	2.00
12/21/84	Eric J. Butler	9.25
12/21/84	Avani Kanabeddi	8.79
12/21/84	Diane Hemsoth	6.90
12/21/84	Cassandra K. Jones	18.00
12/27/84	U. S. Postal Service	3,532.35
12/27/84	Computerland	7,627.95
12/27/84	Baker & Taylor	10,000.00
12/27/84	Baker & Taylor	10,000.00
12/27/84	Baker & Taylor	5,000.00
12/27/84	PERF	13,426.42

16. Other business.

17. Adjournment.

MINUTES

Board of Library Trustees of the Allen County Public Library

24 January 1985

The Board of Library Trustees of the Allen County Public Library met for its regular monthly meeting at 3:00 p.m. on 24 January 1985 in the upstairs auditorium of the Main Library. Members present: Patricia Beers, Zohrab Tazian, James Ganaway, Mary Koehlinger, Lu Ann Beaman, Alan McMahan. Member absent: Rae Gates. Mrs. Beers presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.

2. Opportunity for public comment on the report: "Branch Library Service Plan Recommended for Allen County Public Library." Mrs. Beers invited all interested persons to comment. Thirty-eight persons spoke concerning the report. A tape recording of their comments was made. Transcription of that recording is incorporated by reference as part of these minutes. After 90 minutes of public comment, Mrs. Beers closed the public discussion with thanks to all who had spoken or attended.

3. Approval of the minutes of the 27 December 1984 regular Board meeting. The Board approved the minutes as circulated.

4. Approval of the minutes of the 8 January 1985 meeting of the Board of Finance. The Board approved the minutes as circulated.

5. Reception of the financial report of 31 December 1984. The Board received the report as presented by Douglas Lehman, Financial Manager.

6. Report of the Director. Rick Ashton reported on the following matters:

A. Library use during 1984. The lending of all items by the Library came to a total of 2,274,597 in 1984, 6.2% up from 1983. The Main Library overall increase was 10.5%, while the total increase for the Branch and Bookmobile Division was 3.9%.

B. Additional appropriation difficulties. The State Board of Tax Commissioners has refused to approve the additional appropriation for the purchase of video equipment approved at the 27 December 1984 Board meeting, because the public hearing and action were taken in one calendar year, for expenses to be made in a different calendar year. Because of this previously unlisted technicality, the advertising and adoption of the additional appropriation must be repeated. Dr. Ashton apologized to the Board for the additional complication and delay.

C. 1985 Operating levy and rate approval. The State Board of Tax Commissioners has approved the 1985 rates and levies as follows:

Operating Budget: $5,761,749.

Operating Rate: $0.31340 per $100 of assessed valuation.

Service: Budget: $360,995.

Rate: $0.023 per $100 of assessed valuation.

D. Request for a meeting from the Mayor, Clerk-Treasurer, and City Council of the city of Woodburn. The Board, by consent, appointed Lu Ann Beaman and Rick Ashton to arrange and attend the meeting as requested. The Board also stated that each member has received an

invitation to a meeting in Harlan on 5 February 1985 at 7:00 p.m. at the Harlan Elementary School. Members indicated that they would make individual arrangements about attendance.

E. Retirement of Richard Tritch, bookmobile driver. Richard Tritch recently retired, after nearly 29 years with the Library, as a bookmobile driver. During that period of time he drove about 750,000 miles in bookmobile trucks and checked out approximately 1,230,000 books to Library patrons. This is a fine example of the excellent long-term service which Library staff members have provided to the public.

F. Friends of the Library "Gold Again" campaign. The campaign, offering a gold Library card in return for a $25 dues payment to the Friends, has brought in $19,959 to date.

G. Other. Councilman Sam Talarico of the Fort Wayne City Council has requested that members of the Board attend a City Council meeting to discuss the branch library plan. The Board directed Dr. Ashton to set a date at some time after the next Library Board meeting.

7. Consideration of possible changes of time and place of 28 February and 28 March regular Board meetings. The Board decided to hold its regular Board meetings at 3:00 p.m. on the stated dates in the Board Room at the Main Library. Additionally, the Board decided to provide opportunities for public comment on the branch plan report at 7:00 p.m. on 28 February and 28 March in the first floor auditorium of the Main Library.

8. Reception of automation planning progress report. Luana Stanley, Automation Project Manager, presented a progress report, including a basic

task list and critical path schedule for the completion of Library automation. The Board received the report and praised Ms. Stanley's excellent work and presentation.

9. Consideration of setting date to receive automation consultant and Automation Advisory Committee report. The Board decided to receive the report at the 28 February regular Board meeting.

10. Property transfers at the Georgetown Branch Library property.

A. Approval of warranty deed granting additional right of way to the city of Fort Wayne for East State Boulevard.

B. Approval of grant of easement for ingress-egress purposes to Lake Forest Garden Apartments.

The Board approved both property transfers as proposed.

11. Approval of application for Library Services and Construction Act grant of $10,925.00 under the major urban resource library program. The Board approved the application as presented. The Board also agreed that the money received under this grant be spent for the purchase of books and other Library materials.

12. Approval of resolution to require signature of treasurer only on Library checks and warrants. The Board approved the resolution changing the requirement from the signatures of president, secretary, and treasurer to the signature of treasurer only.

13. Approval of resolution to liquidate the William Crane Memorial Fund and the Recordings Endowment Fund. The Board approved two resolutions as follows: To liquidate the William Crane Memorial Fund and spend the

balance for books and other Library materials in the fields of government and law. Also, to liquidate the Recordings Endowment Fund and to spend the balance for employment of a part-time, temporary cataloger of sound recordings.

14. Approval of the following salaried appointments:

Gary Brooks	Clerk #116	Georgetown Branch	Grade 3	$10,352.64

15. Approval of payment of the following bills: Dr. Ashton certified that the following claims were true and correct and supported by itemized invoices or other equivalent documentation. The Board approved the payment of the following bills:

1/31/85	Accounts Payable	$373,099.54
12/21/84	Sheraton Washington	152.00
12/21/84	Lester L. Stoffel	8,445.40
12/21/84	University of Redlands	10.00
12/21/84	Laura Snider	2.95
12/21/84	Henry Ford	3.95
12/21/84	Kristen Sieds	2.00
12/21/84	Eric J. Butler	9.25
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12/27/84	Baker & Taylor	10,000.00
12/27/84	Baker & Taylor	5,000.00
12/27/84	PERF	13,426.42

16. Other business. The Board received a proposal for two items:

A. Joint promotion of National Library Week with photography contest with McJon Photo, Framemakers, and United Artist Supply;

B. Paid advertising for National Library Week photography contest, cost not to exceed $151.14.

The Board approved both parts of the proposal as presented.

17. Adjournment. The Board adjourned.

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Rick J. Ashton
director

AGENDA ITEMS 8 & 9
Requested Action: Receive Report

AUTOMATION PLANNING PROGRESS REPORT

The Automation Advisory Committee, headed by Automation Project Manager Luana Stanley, has been studying and working diligently with staff study groups concerning automation planning for the Library. Dan Iddings of RMG Consultants has visited the Library and has worked with the Automation Advisory Committee.

At the meeting, Ms. Stanley will present an automation planning progress report. She will also request that consideration be given to setting a date to receive the Automation Consultant and Automation Advisory Committee report.

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Rick J. Ashton
director

Agenda item 8 & 9
Requested action: Receive report

PROGRESS REPORT ON AUTOMATION PLANNING PROJECT

The Automation Project manager, Luana Stanley, and the Automation Advisory Committee have been working diligently during the last several months. Some of the things we have done include:

- Learning about automation in libraries through extensive reading
- Visiting libraries with automation
- Communicating with the staff and interested persons on our progress through The Interface
- Working with the automation consultants to develop an understanding of ACPL needs for automation
- Appointing and working with Study Groups of ACPL staff to define current practice and the advantages or disadvantages of our present system

Late in November, the Automation Advisory Committee appointed Study Groups of ACPL staff and users to study approximately 10 different areas of the Library which we felt might be prime candidates for automation. The Study Groups ranged in size from 3 to 7 and had a specific charge to perform. They were to 1) define their area of study, 2) study and document existing processes in that area, 3) provide feasible costs for the existing processes, 4) list advantages and disadvantages of that area 5) list the requirements for a system if automation were implemented there and prioritize that list, and 6) to recommend or not the implementation of automation in that area.

The Study Groups reports were then distributed to at least one person in each department or agency of the Library so that they might have a chance to voice agreement, disagreement or any comments. The Study Groups then made any needed changes to their report as a result of the comments, and presented their reports to the Automation Advisory Committee.

The Automation Advisory Committee, after reading and commenting on the reports, asking for clarifications, etc., sent the reports to our automation consultants. The consultants will use them, together with their knowledge of ACPL and their experience, to develop two reports for the Allen County Public Library. One report, Recommendations and Plans for Automation at the Allen County Public Library, will be ready for presentation to the Library Board of Trustees late in February or early in March, at your convenience. The second report, Requirements for Automation at the Allen County Public Library, upon which we will base the Request for Proposal for an automated library system will be ready in early March.

The following pages show, in summary, some of the results of the work of the last several months.

COSTS FOR EXISTING FUNCTIONAL AREAS STUDIED AT THE ALLEN COUNTY PUBLIC LIBRARY

FUNCTIONAL AREA		ANNUAL STAFF HRS	ANNUAL STAFF $	ANNUAL MATERIALS $	ANNUAL AUTOMATION $	TOTAL ANNUAL $ FUNCT AREA
Cataloging	1	32,968	183,044.16	28,800.00	28,675.00	240,519.16
Card Catalogs	2	5,484	24,681.68	20,202.18	NA	44,883.86
Acquisitions	3	7,124	49,736.96	500.00	27,974.33	78,211.29
Serials Control	4	7,696	38,172.00	4,285.00	4,022.00	46,479.00
Circulation	5	94,357	604,404.14	18,055.00	NA	622,459.14
Interlibrary Loan	6	1,344	8,783.04	NA	5,481.36	14,264.40
Facilities & AV Booking		2,245	28,287.23	320.50	1,143.10	29,750.83
Community Information Files		468	4,560.29	NA	NA	4,560.29
Searching Data Bases	7	58	1,371.74	NA	4,457.58	5,829.32
Talking Books	8	189	939.00	NA	NA	939.00
TOTAL FOR ALL FUNCTIONAL AREAS		151,933	943,980.23	72,162.68	71,753.37	1,087,896.28
	TOTAL FTE	73.04				

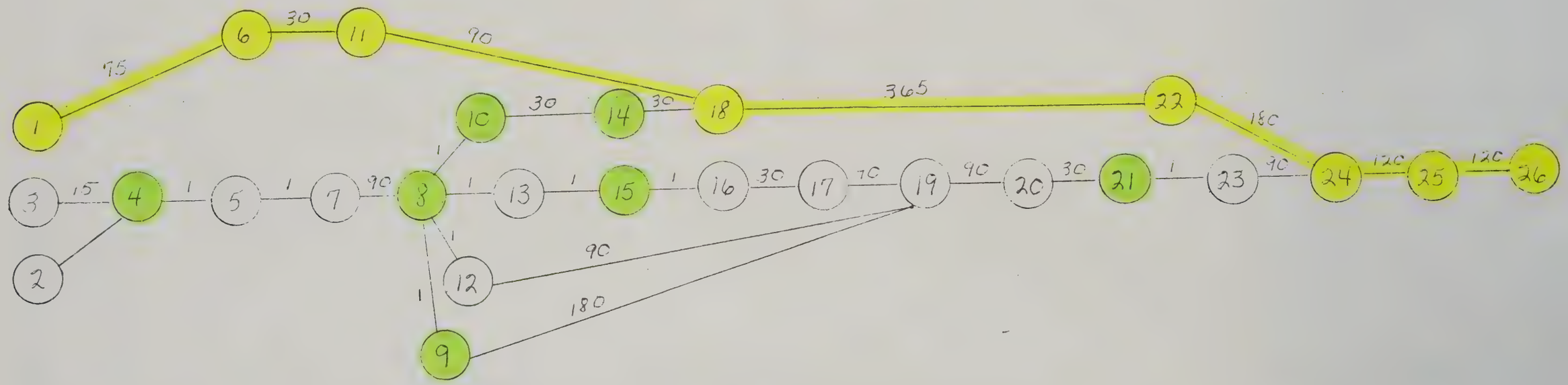
1 Costs include any processes involved in getting material from Technical Services to the shelf.
2 Costs include filing time and catalog cards produced in house and through OCLC.
3 Costs include time required to order, receive and route materials as well as Libris II charges.
4 Costs include time required to manually order, receive and route periodicals as well as OCLC charges for Union Listing. No Branch or Bookmobile costs are included.
5 Costs include time required to manually charge in and out materials, prepare and process overdues.
6 Costs do not include Tri-Alsa involvement in our processes.
7 Costs do not include the amount above $15 which ACPL charges patrons for searches.
8 Costs do not include the $27172 provided by a Federal grant.

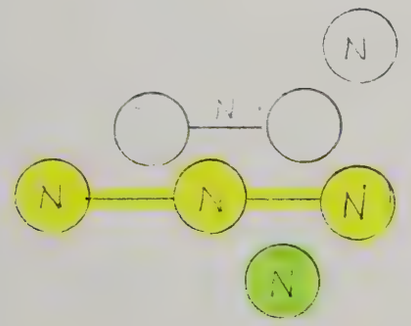
ACPL AUTOMATION TASK LIST

Task No.	Date	Action/Responsibility
1	Jan-Mar 85	Conduct phase II of bibliographic retrospective conversion - ACPL staff & OCLC action
2	Jan-Feb 85	Host vendor demonstrations - Automation Project manager & Automation Advisory Committee action
3	Feb 85	Produce final Recommendations and Plans document and Requirements report - RMG action
4	Mar 85	Present Recommendations and Plans (including cost projections) to ACPL Board & staff - RMG action
5	Mar 85	Receive instruction from ACPL Board relevant to their needs for decision making - Automation Project manager, Automation Advisory Committee and Administration
6	Mar 85	Apply for LSCA grant to continue retrospective conversion - Administration
7	Mar-May 85	Staff comment and information on Recommendations and Plans for ACPL Board - Automation Project manager, Automation Advisory Committee and Administration action
8	Apr-May 85	Adoption of a Plan for Automation for ACPL - Board action
9	May-Oct 85	Identify and develop policy on issues for Library service and operation affected by automation - Automation Project manager, Automation Advisory Committee, Administration, ACPL staff, and Board
10	May-Jun 85	Begin process for issuing bonds - Board and Administration action
11	Jun-Aug 85	Detail and finalize plans for completion of retrospecitve conversion - Technical Services manager, Automation Project manager, Automation Advisory Committee and Administration
12	Jul-Sept 85	Educate Automation Advisory Committee and Administration on evaluation of system and contract negotiation techniques - Automation Project manager

13	Nov 85	Request consultant support for Phase II planning (including RFP document, vendor evaluation & contract negotiation) - Automation Project manager and Automation Advisory Committee action
14	Dec 85	Sell bonds for Library automation - Board and Administration action
15	Dec 85	Contract for additional consultant support - Board action
16	Dec 86	Prepare system Request For Proposal - Automation Project manager, Automation Advisory Committee & Automation consultant
17	Jan 86	Issue system RFP - Automation Project manager, Automation Advisory Committee & Automation consultant
18	Jan-Dec 86	Phase III bibliographic retrospective conversion - ACPL staff action
19	Mar-May 86	Receive, review, evaluate vendors' proposals; receive vendor presentations - Automation Project manager, Automation Advisory Committee, Automation Study Groups, Administration action
20	May-Jun 86	Negotiate contract with vendors - Automation Project manager, Automation Advisory Committee, Automation consultant, Administration, ACPL attorney action
21	Jun-Jul 86	Sign contract for system - Board action
22	Jul-Dec 86	Conduct piece labeling, patron record conversion, ID card conversion - ACPL staff action
23	Oct-Dec 86	Install initial system configuration; Implement acquisitions and cataloging - Automation Project manager, ACPL staff, Automated System Vendor action
24	Jan-Apr 86	Implement circulation & booking system - Automation Project manager, ACPL staff, Automated System Vendor action
25	Spring 87	Install and implement Online Public Access Catalog - Automation Project manager, ACPL staff, Automated System Vendor action
26	Summer-Fall 87	Implement remaining parts of system - Automation Project manager, ACPL staff, Automated System Vendor action

MODIFIED PERT CHART SHOWING RELATIONSHIPS BETWEEN AUTOMATION TASKS





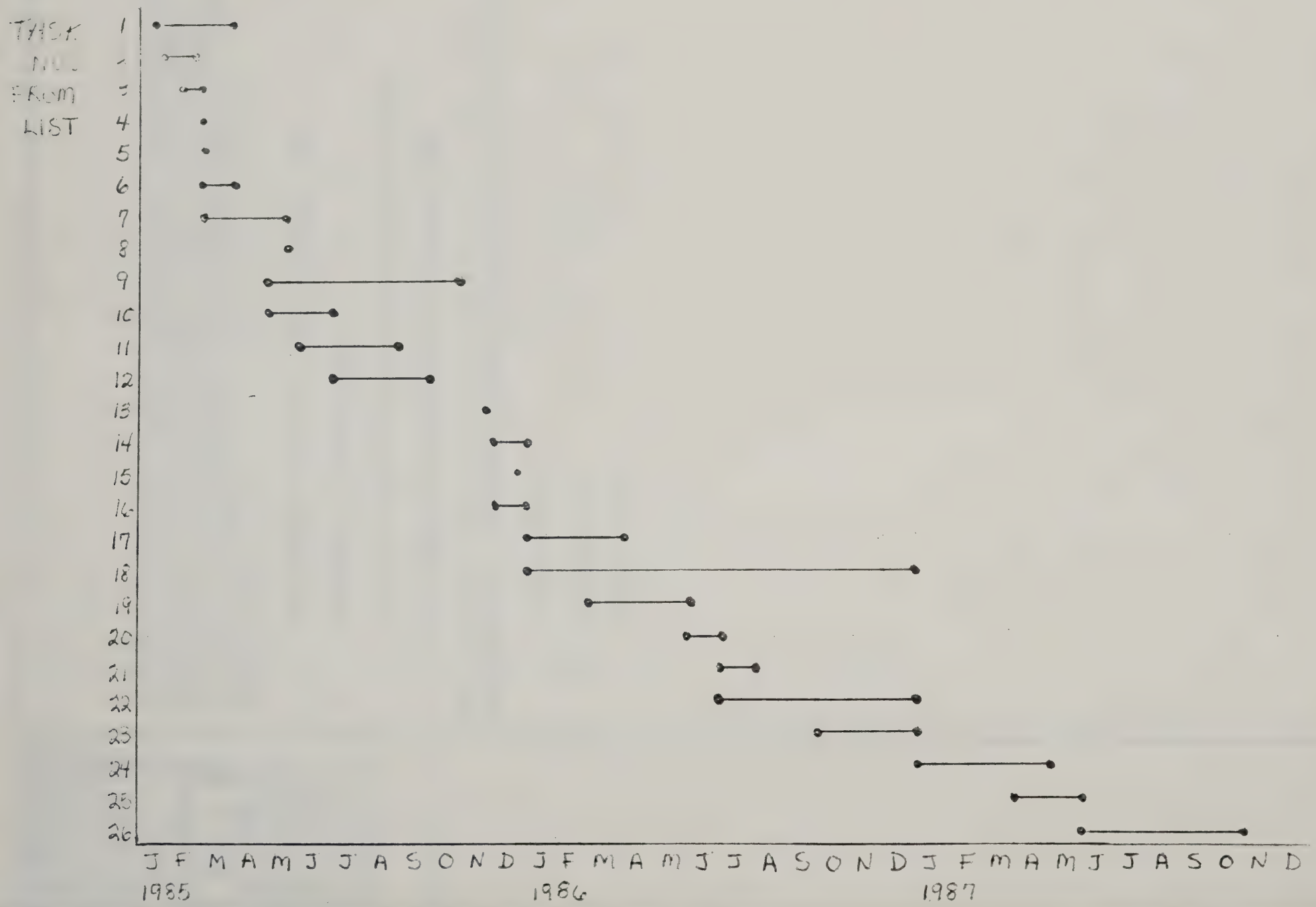
= Task number taken from preceeding ACPL AUTOMATION TASK LIST.

= Time interval needed to accomplish preceeding task.

= Critical path for project shows the shortest time the automation can be completed.

= Task which requires Board action.

GANTT CHART SHOWING TIME INTERVALS FOR EACH TASK



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ck J. Ashton
director

The Automation Advisory Committee and Automation Project manager have arranged for several automated library system vendors to demonstrate their system at the Allen County Public Library between 24 January and 28 February. The demonstrations will last from 45 minutes to one hour. We invite and encourage you to attend at least one of these demonstrations.

Data Research Associates, 28 & 29 January 1985

CL Systems, 6 February 1985

Universal Library Systems, week of 11 February 1985

GEAC Computers International, 20 February 1985

The automation consultants' report will be ready for a Board hearing in late February. Some dates on which the consultant will be available:

28 February 1985

4 March 1985

13 March 1985

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AGENDA ITEM 10
Requested Action: Approvals

PROPERTY TRANSFERS AT THE GEORGETOWN BRANCH LIBRARY PROPERTY

The city of Fort Wayne is planning to widen East State Boulevard and create a controlled traffic light intersection controlling traffic in and out of the Georgetown Shopping Center, just east of the Georgetown Branch Library property. The two instruments conveying land relating to this purpose have been reviewed by Mr. Hood, who has no problems with them. The city right of way is being acquired from property owners along East State Boulevard without payment, according to city officials. The granting of an easement to the corporation Lake Forest Garden Apartments will allow the shopping center traffic to flow readily at the traffic signal to be installed. The Library will receive a small consideration from Jehl Brothers, owners of the shopping center and Lake Forest Garden Apartments, for this small easement. Replacement of three trees and reorientation of the part of the lawn sprinkler system affected by the easement will be paid for by Jehl Brothers.

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AGENDA ITEM 11
Requested Action: Approval of Application

MAJOR URBAN RESOURCE LIBRARY PROGRAM

The Indiana State Library and Historical Board has set up a statewide Major Urban Resource Library program under the federal Library Services and Construction Act program. Statewide funding for the program for the current 1985 fiscal year is $80,341. The Allen County Public Library share of this amount is $10,925, determined by the population of Fort Wayne.

Money received under this program can be spent for any resource-sharing related purpose. The staff proposes that the full amount be spent for books and other library materials, which form the major resource-sharing activity of the Allen County Public Library.

Board approval of the application and spending plan is requested.

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AGENDA ITEM 12
Requested Action: Approval of Resolution

SIGNATURES ON LIBRARY CHECKS AND WARRANTS

State law previously required signatures of the president, secretary, and treasurer of the Board of Library Trustees on all Library checks. Because the Library has for many years used a check-signing machine, with facsimile signatures of the officers, this has not proved to be burdensome for the officers. However, in the many smaller libraries where checks have always been hand-signed, this has been a great nuisance. Three years ago Indiana libraries persuaded the Legislature to reduce this requirement to a single signature, that of the treasurer. The proposal to reduce this requirement to one signature on Allen County Public Library checks will result in a cost saving of about $500 per year, the cost of the two additional signature plates for the check-signing machine.

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AGENDA ITEM 13
Requested Action: Approval

PROPOSED LIQUIDATION OF THE WILLIAM CRANE MEMORIAL FUND AND THE RECORDINGS ENDOWMENT FUND

These two small funds were created for special purposes in 1980 and 1981. The William Crane Memorial Fund was created out of memorial contributions at the time of the death of Mr. Crane, the longtime head of the Government Documents Department. The current balance in this fund is $2,365.45. The Recordings Endowment Fund is a somewhat larger fund, created in 1980 when the old system of requiring deposits for the borrowing of phonograph records was abolished. The money accumulated in this fund is the result of deposits never redeemed and interests earned on those deposits between 1948 and 1980, with reductions for the refund of deposits which has been an ongoing activity since 1980. The current balance in the Recordings Endowment Fund is $25,989.55. The original intention of this fund was to generate income for the purchase of recordings.

The cash requirements imposed by these two small funds have proved to be an accounting and cash flow impediment. This proposal would permit these funds to be liquidated, the balances to be used for purposes related to those of the original intentions of the fund. We propose to spend the entire balance in the Crane Fund for books and other library materials in the field of government, in the first few months of 1985. We propose to spend an amount equal to the Recordings Endowment Fund balance over the next three years in employing a part-time cataloger for phonograph records and other sound recordings. The great need during the past two years in this area has not been for additional purchases of recordings, but for staff to process them and make them available to the public. A substantial backlog of cataloging work has developed in this area. The part-time position for a three-year period would be a temporary position which would be abolished when the amount in the Recordings Endowment Fund had been exhausted.

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Agenda Item 16
Other Business

January 16, 1985

Proposal to the Board of Library Trustees for:

1. Joint promotion of National Library Week. Photography Contest with McJon Photo, Framemakers and United Artist Supply.

2. Paid advertising for National Library Week Photography Contest.

1. Photography contest is in support of the American Library Association's national promotional effort to draw attention to libraries during National Library Week. The contest will begin Monday, February 18th and conclude Monday, April 8. Prizes totaling $900 in gift certificates will be awarded to 1st, 2nd, and 3rd place in black/white and color in adult and youth categories. Winners will be announced in a press release to the media and will be awarded on Saturday, April 20. Winning entries will be forwarded for competition in ALA's national contest.

2. McJon Photo, Framemakers, and United Artist Supply have offered a total of $900 in gift certificates in exchange for credit in promotional materials.

We request approval by the Board of Library Trustees for these joint efforts.

3. Print ad is part of a promotional strategy which will include posters and fliers to be placed in area photography, film, and art supply stores, film processing stores, frame shops, local schools, colleges and independant drug stores. Press releases will be sent to all area media and public service announcements on local radio and TV stations.

We are requesting approval for a paid ad which will run March 1st and 2nd in the weekend evening and morning newspapers at a cost of $151.14. Anticipated cost to the Library will be professional staff time for design and printing with outside typesetting to cost approximately $30. We anticipate the ad will be placed in the "Living" sections of each newspaper however, location is not guaranteed. Circulation of the Saturday News-Sentinel is 62,400 and 131,000 for the Sunday Journal-Gazette.

CLIENT-86A CLIENT NAME - ALLEN CNTY LIBRARY A/P MONTHLY EXPENSE DISTRIBUTION EXI DATE 01/24/85 PAGE 1 70180

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-1210-550-01-	01	000019	FICA		010385	10326			000832	13,855.40	13,855.40	*
											13,855.40	**
											13,855.40	***
											13,855.40	****
60-1220-550-01-	01	000019	IESD		011085	10338			000844	577.00	577.00	*
											577.00	**
											577.00	***
											577.00	****
60-1230-550-01-	01	000019	PERF		011185	10345			000851	20,684.13	20,684.13	*
											20,684.13	**
											20,684.13	***
											20,684.13	****
60-1242-550-01-	01	000019	BLUE CROSS		010785	10330			000836	6,405.00	6,405.00	*
											6,405.00	**
											6,405.00	***
											6,405.00	****
60-1243-550-01-	01	000019	MUTUAL BENELIFE		010985	10334			000840	2,276.40	2,276.40	*
											2,276.40	**
											2,276.40	***
											2,276.40	****
60-2121-441-01-	01	284629	EMBOSOGRAF CORP OF AMERICA	41034	121084	10251	1155			111.77		
60-2121-441-01-	01	396001	HOWARDS GRAPHIC ARTS SUPPLY	77632	122184	10137	1246			12.05		
60-2121-441-01-	01	658359	PRINTERS SUPPLY OF INDIANA	29884	121984	10014	01239			141.67		
60-2121-441-01-	01	658359	PRINTERS SUPPLY OF INDIANA	29959	122084	10013	01240			32.77	298.26	*
											298.26	**
											298.26	***
											298.26	****
60-2123-441-01-	01	158402	BUTLER PAPER COMPANY	4631	122084	10058	1237			353.28		
60-2123-441-01-	01	158402	BUTLER PAPER COMPANY	4956	122184	10059	1238			136.92	490.20	*
											490.20	**
											490.20	***
											490.20	****
60-2131-400-01-	01	787051	TAYLOR MARTIN PAPERS INC	7314	121884	10021	01161			105.89	105.89	*
											105.89	**
											105.89	***
60-2131-410-01-	01	297003	FISHER BROS PAPER COMPANY	10995	010985	10098	1250			146.88	146.88	*
											146.88	**
											146.88	***
											252.77	****
60-2132-550-01-	01	155926	BUSINESS EQUIPMENT CO INC	75594	010785	10309	0106			18.78		

ADP MANAGEMENT REPORT

CLIENT-86A CLIENT NAME - ALLEN CNTY LIBRARY A/P MONTHLY EXPENSE DISTRIBUTION EXI DATE 01/24/85 PAGE 2 70180

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-2132-550-01-	01	722707	SHREX OF FORT WAYNE	13420	121884	10016	01195			43.39	62.17	*
											62.17	**
											62.17	***
											62.17	****
60-2213-504-01-	01	772208	SUPERIOR SANITARY SUPPLY INC	20579	121084	10019	01177			346.50	346.50	*
											346.50	**
											346.50	***
											346.50	****
60-2214-504-01-	01	772208	SUPERIOR SANITARY SUPPLY INC	20698	121984	10018	01222			450.00		
60-2214-504-01-	01	772208	SUPERIOR SANITARY SUPPLY INC	20823	011485	10235	1251			103.20	553.20	*
											553.20	**
											553.20	***
											553.20	****
60-2221-456-01-	01	331651	GENERAL PETROLEUM	1242	122184	10106				353.42	353.42	*
											353.42	**
											353.42	***
60-2221-460-01-	01	331651	GENERAL PETROLEUM	23504	123184	10107				345.16		
60-2221-460-01-	01	331651	GENERAL PETROLEUM	23379	010485	10105				255.28	600.44	*
											600.44	**
											600.44	***
											953.86	****
60-2224-463-01-	01	341568	GEORGETOWN SHELL		010185	10120				313.91		
60-2224-463-01-	01	473960	KINZIE SUPER SERVICE INC	35516	122884	10254				22.80	336.71	*
											336.71	**
											336.71	***
60-2224-470-01-	01	767255	SUNOCO			10017				141.54	141.54	*
											141.54	**
											141.54	***
											478.25	****
60-2232-400-01-	01	678155	REM-RAND OF FORT WAYNE INC	26927	122784	10015	01231			403.51	403.51	*
											403.51	**
											403.51	***
60-2232-459-01-	01	886068	XEROX CORPORATION	206552	123184	10244	1215			203.79		
60-2232-459-01-	01	886068	XEROX CORPORATION	893546	112684	00002				.51-	203.28	*
											203.28	**
											203.28	***
60-2232-461-01-	01	886068	XEROX CORPORATION	206552	123184	10244	1215			203.79	203.79	*
											203.79	**
											203.79	***
											810.58	****
60-2233-550-01-	01	059404	BAKER & TAYLOR COMPANY			10313				99.00		

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-2233-550-01-	01	069302	BAKER & TAYLOR COMPANY			10315				117.60	216.60	*
											216.60	**
											216.60	***
											216.60	****
60-2237-481-01-	01	574201	NATIONAL DATA PRODUCTS INC	37311	121884	10271	1124			155.25		
60-2237-481-01-	01	574201	NATIONAL DATA PRODUCTS INC	52951	121184	00001				34.50-	120.75	*
											120.75	**
											120.75	***
											120.75	****
60-2240-460-01-	01	079200	BELMONT STORES		121484	10001	01224			7.65	7.65	*
											7.65	**
											7.65	***
60-2240-483-01-	01	079200	BELMONT STORES		010785	10041	0102			7.92		
60-2240-483-01-	01	690511	ROGERS MARKETS INC	3537	010485	10214	0103			4.69	12.61	*
											12.61	**
											12.61	***
											20.26	****
60-2243-454-01-	01	252468	DOCKTOR PET CENTER	9958	121384	10091	1226			7.97	7.97	*
											7.97	**
											7.97	***
60-2243-459-01-	01	252468	DOCKTOR PET CENTER	9220	010485	10090	0104			3.49	3.49	*
											3.49	**
											3.49	***
60-2243-461-01-	01	777153	TARGET		121984	10020	01228			17.04	17.04	*
											17.04	**
											17.04	***
60-2243-475-01-	01	425702	INDIANA STAMP & SEAL COMPANY	82887	122184	10151	1227			3.75	3.75	*
											3.75	**
											3.75	***
60-2243-480-01-	01	690511	ROGERS MARKETS INC	2503	121784	10215	1225			39.07	39.07	*
											39.07	**
											39.07	***
60-2243-483-01-	01	000019	DILGARD FOODS		011185	10343			000849	14.82	14.82	*
											14.82	**
											14.82	***
60-2243-485-01-	01	425702	INDIANA STAMP & SEAL COMPANY	82887	122184	10151	1227			34.40		
60-2243-485-01-	01	606375	OFFICE EQUIPMENT & SUPPLY	25578	122684	10194	1134			19.98	54.38	*
											54.38	**
											54.38	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-2243-486-01-	01	725188	SHURTZ UNLIMITED	119	072884	10252	0618			224.00	224.00	*
											224.00	**
											224.00	***
60-2243-503-01-	01	425702	INDIANA STAMP & SEAL COMPANY	82887	122184	10151	1227			3.10		
60-2243-503-01-	01	787051	TAYLOR MARTIN PAPERS INC	7018	121484	10022	01161			35.34	38.44	*
											38.44	**
											38.44	***
60-2243-504-01-	01	499951	KORTE PAPER COMPANY		121884	10005	01205			91.24	91.24	*
											91.24	**
											91.24	***
60-2243-510-01-	01	155926	BUSINESS EQUIPMENT CO INC	75594	010785	10309	0106			17.80	17.80	*
											17.80	**
											17.80	***
											512.00	****
60-2315-463-01-	01	707856	THE SCHAFER COMPANY INC	295	010485	10220	1233			15.75	15.75	*
											15.75	**
											15.75	***
											15.75	****
60-2332-453-01-	01	096520		57832	121284	10047	1189			4.30	4.30	*
											4.30	**
											4.30	***
60-2332-460-01-	01	650927	POWER PLANT SERVICE INC	10144	122784	10202	1220			196.13	196.13	*
											196.13	**
											196.13	***
60-2332-505-01-	01	076732	BEARINGS, INC.	58486	121284	10040	1178			13.04		
60-2332-505-01-	01	180378	CENTRAL SUPPLY-FT WAYNE DIV	61179	122884	10310	0131			1.77		
60-2332-505-01-	01	504904	KRUSE HARDWARE COMPANY	6221	010185	10166	1173			79.96	94.77	*
											94.77	**
											94.77	***
60-2332-540-01-	01	508624	FH LANGSENKAMP CO INC	9311	121984	10168	1229			76.80		
60-2332-540-01-	01	584118	NATIONAL MILL SUPPLY INC	516142	121384	10187	1176			75.17	151.97	*
											151.97	**
											151.97	***
											447.17	****
60-2333-505-01-	01	876151	WESTINGHOUSE ELECTRIC SUPPLY	273398	121484	10243	1186			23.25	23.25	*
											23.25	**
											23.25	***
											23.25	****
60-2337-486-01-	01	326704	GENERAL ELECTRIC SUPPLY CO	309844	122784	10104	1123			172.52	172.52	*
											172.52	**
											172.52	***
											172.52	****

[illegible] DATE NOT ENTERED

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-2338-503-01-	01	628654	PITNEY BOWES INC	134511	123084	10200	123			105.00	105.00	*
											105.00	**
											105.00	***
											105.00	****
60-3113-452-01-	01	472727	KELLY SERVICES INC	156193	121484	10161				195.20	195.20	*
											195.20	**
											195.20	***
											195.20	****
60-3123-452-01-	01	024759	AMERICAN SECURITY	14566	122184	10031				140.00	140.00	*
											140.00	**
											140.00	***
60-3123-454-01-	01	024759	AMERICAN SECURITY	14566	122184	10031				140.00	140.00	*
											140.00	**
											140.00	***
60-3123-455-01-	01	024759	AMERICAN SECURITY	14566	122184	10031				140.00	140.00	*
											140.00	**
											140.00	***
60-3123-458-01-	01	024759	AMERICAN SECURITY	14566	122184	10031				140.00	140.00	*
											140.00	**
											140.00	***
60-3123-459-01-	01	024759	AMERICAN SECURITY	14566	122184	10031				140.00	140.00	*
											140.00	**
											140.00	***
60-3123-460-01-	01	024759	AMERICAN SECURITY	14566	122184	10031				140.00	140.00	*
											140.00	**
											140.00	***
60-3123-461-01-	01	024759	AMERICAN SECURITY	14566	122184	10031				140.00	140.00	*
											140.00	**
											140.00	***
											980.00	****
60-3131-400-01-	01	688053	ROBY AND HOOD		010485	10212				65.00		
60-3131-400-01-	01	688053	ROBY AND HOOD		010485	10211				19.50		
60-3131-400-01-	01	688053	ROBY AND HOOD		010485	10213				65.00	149.50	*
											149.50	**
											149.50	***
											149.50	****
60-3211-452-01-	01	336602	GENERAL TELEPHONE COMPANY OF		122284	10118				194.31	194.31	*
											194.31	**
											194.31	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3211-453-01-	01	336602	GENERAL TELEPHONE COMPANY OF		010485	10113				50.14	50.14	*
											50.14	**
											50.14	***
60-3211-454-01-	01	336602	GENERAL TELEPHONE COMPANY OF		010485	10111				189.47	189.47	*
											189.47	**
											189.47	***
60-3211-455-01-	01	336602	GENERAL TELEPHONE COMPANY OF		010485	10114				49.39	49.39	*
											49.39	**
											49.39	***
60-3211-456-01-	01	336602	GENERAL TELEPHONE COMPANY OF		010485	10109				50.31	50.31	*
											50.31	**
											50.31	***
60-3211-457-01-	01	336602	GENERAL TELEPHONE COMPANY OF		010485	10112				49.52	49.52	*
											49.52	**
											49.52	***
60-3211-460-01-	01	336602	GENERAL TELEPHONE COMPANY OF		122284	10119				50.82	50.82	*
											50.82	**
											50.82	***
60-3211-461-01-	01	336602	GENERAL TELEPHONE COMPANY OF		010485	10115				132.52	132.52	*
											132.52	**
											132.52	***
60-3211-462-01-	01	336602	GENERAL TELEPHONE COMPANY OF		010485	10110				49.40	49.40	*
											49.40	**
											49.40	***
60-3211-540-01-	01	336602	GENERAL TELEPHONE COMPANY OF		010185	10108				1,990.34	1,990.34	*
											1,990.34	**
											1,990.34	***
60-3211-550-01-	01	336602	GENERAL TELEPHONE COMPANY OF		010485	10116				175.05	175.05	*
											175.05	**
											175.05	***
											2,981.27	****
60-3213-540-01-	01	336602	GENERAL TELEPHONE COMPANY OF		010185	10108				203.10	203.10	*
											203.10	**
											203.10	***
											203.10	****
60-3215-430-01-	01	336602	GENERAL TELEPHONE COMPANY OF		122284	10117				3.10	3.10	*
											3.10	**
											3.10	***
											3.10	****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3217-410-01-	01	336602	GENERAL TELEPHONE COMPANY OF		010185	10108				5.48	5.48	*
											5.48	**
											5.48	***
											5.48	****
60-3221-503-01-	01	000019	US POST OFFICE		010985	10335			000841	119.56	119.56	*
											119.56	**
											119.56	***
											119.56	****
60-3222-503-01-	01	826650	UNITED PARCEL SERVICE	431563	010585	10247				9.24		
60-3222-503-01-	01	826650	UNITED PARCEL SERVICE		122284	10023				46.28		
60-3222-503-01-	01	826650	UNITED PARCEL SERVICE		122984	10024				21.31	76.83	*
											76.83	**
											76.83	***
											76.83	****
60-3231-485-01-	01	000019	M CLEGG		011185	10344			000850	33.20	33.20	*
											33.20	**
											33.20	***
											33.20	****
60-3232-400-01-	01	000019	SHERATON WASHINGTON		010285	10318			000824	253.00		
60-3232-400-01-	01	000019	FW CHAMBER		010985	10332			000838	7.00	260.00	*
											260.00	**
											260.00	***
60-3232-484-01-	01	000019	M CLEGG		011185	10344			000850	210.79	210.79	*
											210.79	**
											210.79	***
											470.79	****
60-3241-400-01-	01	000019	JR LEAGUE		010985	10331			000837	20.00		
60-3241-400-01-	01	000019	KEYE PROD CTR		010785	10327			000833	96.00	116.00	*
											116.00	**
											116.00	***
60-3241-420-01-	01	000019	KEYE PROD CTR		010785	10327			000833	96.00	96.00	*
											96.00	**
											96.00	***
60-3241-440-01-	01	000019	JR LEAGUE		010985	10331			000837	20.00	20.00	*
											20.00	**
											20.00	***
60-3241-484-01-	01	000019	ALA		010285	10321			000827	40.00	40.00	*
											40.00	**
											40.00	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3241-485-01-	01	000019	ALA		010285	10322			000828	40.00	40.00	*
											40.00	**
											40.00	***
											312.00	****
60-3244-440-01-	01	000019	COMPUTERLAND		010985	10333			000839	40.00	40.00	*
											40.00	**
											40.00	***
											40.00	****
60-3251-504-01-	01	383627	HOLLAND MOTOR EXPRESS INC	200469	121184	10135				42.13	42.13	*
											42.13	**
											42.13	***
											42.13	****
60-3311-420-01-	01	019801	AMERICAN LIBRARY ASSOCIATION	49748	121384	10030				45.00		
60-3311-420-01-	01	311855	FORT WAYNE NEWSPAPERS INC	320264	121184	10100				196.00	241.00	*
											241.00	**
											241.00	***
											241.00	****
60-3312-485-01-	01	311855	FORT WAYNE NEWSPAPERS INC	F43897	121184	10101				40.60	40.60	*
											40.60	**
											40.60	***
											40.60	****
60-3313-504-01-	01	472727	KELLY SERVICES INC	439730	121484	10160				24.00	24.00	*
											24.00	**
											24.00	***
											24.00	****
60-3321-440-01-	01	440558	INSTANT COPY OF INDIANA INC	67204	010385	10153	0124			20.00		
60-3321-440-01-	01	440558	INSTANT COPY OF INDIANA INC	67021	122184	10154	0125			4.00		
60-3321-440-01-	01	440558	INSTANT COPY OF INDIANA INC	67582	010985	10155	0109			21.00	45.00	*
											45.00	**
											45.00	***
60-3321-485-01-	01	522223	LINCOLN PRINTING CORPORATION		121484	10170	1138			292.50	292.50	*
											292.50	**
											292.50	***
60-3321-520-01-	01	440558	INSTANT COPY OF INDIANA INC	66965	010385	10152	1252			52.92	52.92	*
											52.92	**
											52.92	***
											390.42	****
60-3421-410-01-	01	246263	DIALOG INFORMATION		070184	10088				30.00	30.00	*
											30.00	**
											30.00	***
											30.00	****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3425-507-01-	01	524700	LUPKE-RICE ASSOCIATES	77250	112784	10172				145.00	145.00	*
											145.00	**
											145.00	***
											145.00	****
60-3511-454-01-	01	603902	NORTHERN INDIANA PUBLIC	198000		10006				643.24	643.24	*
											643.24	**
											643.24	***
60-3511-455-01-	01	603902	NORTHERN INDIANA PUBLIC	101007	122884	10192				86.54	86.54	*
											86.54	**
											86.54	***
60-3511-457-01-	01	603902	NORTHERN INDIANA PUBLIC	402003		10007				73.33	73.33	*
											73.33	**
											73.33	***
60-3511-458-01-	01	603902	NORTHERN INDIANA PUBLIC	146013		10011				193.50	193.50	*
											193.50	**
											193.50	***
60-3511-459-01-	01	603902	NORTHERN INDIANA PUBLIC	365009	122784	10193				464.08	464.08	*
											464.08	**
											464.08	***
60-3511-461-01-	01	603902	NORTHERN INDIANA PUBLIC	287007		10010				1,306.68	1,306.68	*
											1,306.68	**
											1,306.68	***
60-3511-540-01-	01	603902	NORTHERN INDIANA PUBLIC	183004		10009				145.01		
60-3511-540-01-	01	603902	NORTHERN INDIANA PUBLIC	184002		10008				6,425.12	6,570.13	*
											6,570.13	**
											6,570.13	***
											9,337.50	****
60-3521-452-01-	01	415804	INDIANA & MICHIGAN ELECTRIC	682006		10143				2,492.78	2,492.78	*
											2,492.78	**
											2,492.78	***
60-3521-453-01-	01	415804	INDIANA & MICHIGAN ELECTRIC	440301		10144				50.64	50.64	*
											50.64	**
											50.64	***
60-3521-454-01-	01	415804	INDIANA & MICHIGAN ELECTRIC	919707		10149				1,118.21	1,118.21	*
											1,118.21	**
											1,118.21	***
60-3521-455-01-	01	415804	INDIANA & MICHIGAN ELECTRIC	725409		10148				63.69	63.69	*
											63.69	**
											63.69	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3521-457-01-	01	415804	INDIANA & MICHIGAN ELECTRIC	525008		10145				320.49	320.49	*
											320.49	**
											320.49	***
60-3521-458-01-	01	415804	INDIANA & MICHIGAN ELECTRIC	875409		10140				222.24	222.24	*
											222.24	**
											222.24	***
60-3521-459-01-	01	415804	INDIANA & MICHIGAN ELECTRIC	16609	121784	10002		010485		1,118.96	1,118.96	*
											1,118.96	**
											1,118.96	***
60-3521-460-01-	01	415804	INDIANA & MICHIGAN ELECTRIC	53803		10141				139.48		
60-3521-460-01-	01	415804	INDIANA & MICHIGAN ELECTRIC	54504		10142				14.02	153.50	*
											153.50	**
											153.50	***
60-3521-462-01-	01	415804	INDIANA & MICHIGAN ELECTRIC	997303		10146				29.59	29.59	*
											29.59	**
											29.59	***
											5,570.10	****
60-3522-463-01-	01	415804	INDIANA & MICHIGAN ELECTRIC	935906		10147				505.16		
60-3522-463-01-	01	613800	PAULDING-PUTNAM ELECTRIC	208000	121984	10012				2.20		
60-3522-463-01-	01	831603	UNITED R E M C	9470	011985	10248				3.82	511.18	*
											511.18	**
											511.18	***
											511.18	****
60-3531-452-01-	01	193054	CITY UTILITIES			10076				39.00	39.00	*
											39.00	**
											39.00	***
60-3531-454-01-	01	193054	CITY UTILITIES			10074				25.30	25.30	*
											25.30	**
											25.30	***
60-3531-455-01-	01	193054	CITY UTILITIES			10070				12.70	12.70	*
											12.70	**
											12.70	***
60-3531-455-01-	01	242551	DEPARTMENT OF WATER	159	010185	10087				7.00	7.00	*
											7.00	**
											7.00	***
60-3531-458-01-	01	193054	CITY UTILITIES			10073				7.80	7.80	*
											7.80	**
											7.80	***
60-3531-459-01-	01	193054	CITY UTILITIES			10072				25.30	25.30	*
											25.30	**
											25.30	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3531-460-01-	01	193054	CITY UTILITIES			10075				5.00	5.00	*
											5.00	**
											5.00	***
60-3531-540-01-	01	193054	CITY UTILITIES			10071				94.92		
60-3531-540-01-	01	193054	CITY UTILITIES			10068				41.43	136.35	*
											136.35	**
											136.35	***
											258.45	****
60-3535-452-01-	01	445509	INTERNATIONAL BUSINESS	N8R732	120584	10156				224.50	224.50	*
											224.50	**
											224.50	***
60-3535-484-01-	01	445509	INTERNATIONAL BUSINESS	N8R732	120584	10156				112.25	112.25	*
											112.25	**
											112.25	***
											336.75	****
60-3541-452-01-	01	193054	CITY UTILITIES			10076				19.17	19.17	*
											19.17	**
											19.17	***
60-3541-453-01-	01	539554	MAYSVILLE REGIONAL SEWER	22	020185	10179		020185		14.60	14.60	*
											14.60	**
											14.60	***
60-3541-454-01-	01	193054	CITY UTILITIES			10074				9.40	9.40	*
											9.40	**
											9.40	***
60-3541-455-01-	01	193054	CITY UTILITIES			10070				9.40	9.40	*
											9.40	**
											9.40	***
60-3541-456-01-	01	242551	DEPARTMENT OF WATER	159	010185	10087				6.24	6.24	*
											6.24	**
											6.24	***
60-3541-458-01-	01	193054	CITY UTILITIES			10073				2.67	2.67	*
											2.67	**
											2.67	***
60-3541-459-01-	01	193054	CITY UTILITIES			10072				9.40	9.40	*
											9.40	**
											9.40	***
60-3541-460-01-	01	193054	CITY UTILITIES			10075				2.67	2.67	*
											2.67	**
											2.67	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3541-540-01-	01	193054	CITY UTILITIES			10071				82.65	82.65	*
											82.65	**
											82.65	***
											156.20	****
60-3542-550-01-	01	861308	WASTE CONTAINER SERVICE	4194	010185	10241				216.00	216.00	*
											216.00	**
											216.00	***
											216.00	****
60-3610-505-01-	01	121282	BOCKMAN BROS PAINTING INC	1567	121384	10052	0654			1,047.00	1,047.00	*
											1,047.00	**
											1,047.00	***
											1,047.00	****
60-3611-540-01-	01	272256	EARLY ELEVATOR CO	5765	010185	10093				1,350.00	1,350.00	*
											1,350.00	**
											1,350.00	***
											1,350.00	****
60-3612-459-01-	01	608858	ORKIN EXTERMINATING COMPANY	562076	011985	10196				21.00	21.00	*
											21.00	**
											21.00	***
60-3612-540-01-	01	608858	ORKIN EXTERMINATING COMPANY	743231	011985	10195				22.50	22.50	*
											22.50	**
											22.50	***
											43.50	****
60-3614-540-01-	01	529656	PAUL LYNCH PLUMBING HEATING	4884	122884	10173				71.68	71.68	*
											71.68	**
											71.68	***
											71.68	****
60-3615-454-01-	01	645974	POORMAN'S HEATING & AIR	24018	122784	10260				37.50	37.50	*
											37.50	**
											37.50	***
											37.50	****
60-3619-457-01-	01	450456	S E JAHN CO INC		121784	10157	857			5,800.00	5,800.00	*
											5,800.00	**
											5,800.00	***
											5,800.00	****
60-3620-481-01-	01	034657	AUDIO VISUAL SPECIALISTS	61679	010485	10035	0135			44.50		
60-3620-481-01-	01	034657	AUDIO VISUAL SPECIALISTS	61787	010485	10036	0134			47.50	92.00	*
											92.00	**
											92.00	***
											92.00	****
60-3621-459-01-	01	163363	BYTREX INC	1704	010785	10064	0132			22.00		

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3621-458-01-	01	163368	BYTREX INC	1703	010785	10063	0133			78.90	100.90	*
											100.90	**
											100.90	***
											100.90	****
60-3622-452-01-	01	495018	KOEHLINGER LOCK & SAFE INC	4927	122884	10163	1241			3.60	3.60	*
											3.60	**
											3.60	***
60-3622-461-01-	01	495018	KOEHLINGER LOCK & SAFE INC	5002	010385	10164	1253			3.60	3.60	*
											3.60	**
											3.60	***
60-3622-470-01-	01	495018	KOEHLINGER LOCK & SAFE INC	4927	122884	10163	1241			3.60	3.60	*
											3.60	**
											3.60	***
60-3622-485-01-	01	495018	KOEHLINGER LOCK & SAFE INC	4624	122084	10162	1230			7.00	7.00	*
											7.00	**
											7.00	***
											17.80	****
60-3623-474-01-	01	563064	MOTOR HOME SERVICE CENTER	33012	121284	10183	1223			102.89	102.89	*
											102.89	**
											102.89	***
60-3623-507-01-	01	294527	FINEX	50464	121784	10097	0782			150.00		
60-3623-507-01-	01	559350	MILLS SERVICE CENTER		010385	10181				50.00		
60-3623-507-01-	01	673218	RA-LO INDUSTRIES INC	245023	123184	10207				11.00	211.00	*
											211.00	**
											211.00	***
											313.89	****
60-3635-400-01-	01	678155	REM-RAND OF FORT WAYNE INC	27003	123184	10210	126			590.00	590.00	*
											590.00	**
											590.00	***
60-3635-454-01-	01	445509	INTERNATIONAL BUSINESS	N8R732	120584	10156				112.25	112.25	*
											112.25	**
											112.25	***
60-3635-459-01-	01	886068	XEROX CORPORATION	698739	121784	10025				42.50	42.50	*
											42.50	**
											42.50	***
60-3635-481-01-	01	445509	INTERNATIONAL BUSINESS	N8R732	120584	10156				112.25	112.25	*
											112.25	**
											112.25	***
60-3635-482-01-	01	445509	INTERNATIONAL BUSINESS	N8R732	120584	10156				112.25	112.25	*
											112.25	**
											112.25	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3635-484-01-	01	306908	FORT WAYNE BUSINESS PRODUCTS	1707	122884	10099				119.62	119.62	*
											119.62	**
											119.62	***
											1,088.87	****
60-3638-433-01-	01	445509	INTERNATIONAL BUSINESS	N8R732	120584	10156				141.00	141.00	*
											141.00	**
											141.00	***
											141.00	****
60-3639-504-01-	01	342173	GIBSON APPLIANCE COMPANY			10312	1265			39.95		
60-3639-504-01-	01	342173	GIBSON APPLIANCE COMPANY			10311	1265			49.95		
60-3639-504-01-	01	702900	SAND POINT GREENHOUSE INC	247241	010185	10219				87.00	176.90	*
											176.90	**
											176.90	***
											176.90	****
60-3711-452-01-	01	569259	CARL K & GRETCHEN E NAHRWOLD		111185	10186				200.00	200.00	*
											200.00	**
											200.00	***
											200.00	****
60-3721-441-01-	01	108901	BETTY BRITE UNIFORM RENTALS	1-100	123184	10049				19.16	19.16	*
											19.16	**
											19.16	***
60-3721-503-01-	01	108901	BETTY BRITE UNIFORM RENTALS	1-60	123184	10051				32.84	32.84	*
											32.84	**
											32.84	***
60-3721-504-01-	01	108901	BETTY BRITE UNIFORM RENTALS	1-60	123184	10051				155.80	155.80	*
											155.80	**
											155.80	***
60-3721-505-01-	01	108901	BETTY BRITE UNIFORM RENTALS	1-60	123184	10051				57.48	57.48	*
											57.48	**
											57.48	***
60-3721-503-01-	01	108901	BETTY BRITE UNIFORM RENTALS	1-80	123184	10050				85.20	85.20	*
											85.20	**
											85.20	***
											350.48	****
60-3723-504-01-	01	039608	AUTOMATIC DATA PROCESSING		010185	10048				15.00	15.00	*
											15.00	**
											15.00	***
60-3723-505-01-	01	039608	AUTOMATIC DATA PROCESSING		010185	10048				15.00	15.00	*
											15.00	**
											15.00	***
											30.00	****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3727-483-01-	01	230170	DALLAS PUBLIC LIBRARY	4768	120784	10269	1082			10.00	10.00	*
											10.00	**
											10.00	***
											10.00	****
60-3911-400-01-	01	344036	THE GREATER FORT WAYNE		122184	10121				76.00	76.00	*
											76.00	**
											76.00	***
60-3911-505-01-	01	012378	ALLEN CO, IND BUILDING DEPT			10259				50.00	50.00	*
											50.00	**
											50.00	***
											126.00	****
60-3951-455-01-	01	356409	HECKMAN BINDERY INC	42465	122884	10133				27.27	27.27	*
											27.27	**
											27.27	***
60-3951-461-01-	01	356409	HECKMAN BINDERY INC	42465	122884	10133				63.63	63.63	*
											63.63	**
											63.63	***
60-3951-463-01-	01	356409	HECKMAN BINDERY INC	42465	122884	10133				3.03	3.03	*
											3.03	**
											3.03	***
60-3951-481-01-	01	356409	HECKMAN BINDERY INC	42465	122884	10133				39.39		
60-3951-481-01-	01	356409	HECKMAN BINDERY INC	41297	120784	10126				40.30	79.69	*
											79.69	**
											79.69	***
60-3951-482-01-	01	356409	HECKMAN BINDERY INC	41297	120784	10126				89.90	89.90	*
											89.90	**
											89.90	***
60-3951-483-01-	01	356409	HECKMAN BINDERY INC	41297	120784	10126				40.30		
60-3951-483-01-	01	356409	HECKMAN BINDERY INC	42465	122884	10133				30.30	70.60	*
											70.60	**
											70.60	***
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	1668	121284	10129				3.24		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	41299	120784	10128				288.90		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	42466	122884	10130				378.84		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	41298	120784	10127				23.70		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC		122884	10131				140.29		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	42463	122884	10132				64.64	899.61	*
											899.61	**
											899.61	***
60-3951-485-01-	01	356409	HECKMAN BINDERY INC	41297	120784	10126				9.30		
60-3951-485-01-	01	356409	HECKMAN BINDERY INC	42463	122884	10132				4.04		
60-3951-485-01-	01	356409	HECKMAN BINDERY INC		122884	10131				11.67		

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3951-485-01-	01	356409	HECKMAN BINDERY INC	42465	122884	10133				12.12	37.13	*
											37.13	**
											37.13	***
60-3951-487-01-	01	356409	HECKMAN BINDERY INC	42465	122884	10133				6.06		
60-3951-487-01-	01	356409	HECKMAN BINDERY INC	41297	120784	10126				12.98	19.04	*
											19.04	**
											19.04	***
60-3951-490-01-	01	356409	HECKMAN BINDERY INC	42463	122884	10132				335.82		
60-3951-490-01-	01	356409	HECKMAN BINDERY INC		122884	10131				77.80		
60-3951-490-01-	01	356409	HECKMAN BINDERY INC	41298	120784	10127				383.97	797.59	*
											797.59	**
											797.59	***
											2,087.49	****
60-3964-410-01-	01	039608	AUTOMATIC DATA PROCESSING	500361	121784	10038				157.85		
60-3964-410-01-	01	039608	AUTOMATIC DATA PROCESSING	520392	123184	10037				192.55	350.40	*
											350.40	**
											350.40	***
60-3964-440-01-	01	631124	PIVAR COMPUTING SERVICES INC	3187	122784	10255	1235			345.50	345.50	*
											345.50	**
											345.50	***
											695.90	****
60-3966-485-01-	01	170771	CALIFORNIA STATE COLLEGE		112884	10065				30.85		
60-3966-485-01-	01	215325	CONCORDIA THEOLOGICAL SEM	6816	121984	10257				1.35		
60-3966-485-01-	01	428183	INDIANA STATE LIBRARY	R2928	121284	10256				1.25		
60-3966-485-01-	01	462829	INTERLIBRARY LOANS	F-121	121784	10299				2.00		
60-3966-485-01-	01	497487	KOKOMO PUBLIC LIBRARY	139938	112984	10165				17.95		
60-3966-485-01-	01	696714	RUSSELL SAGE COLLEGE			10217				2.00		
60-3966-485-01-	01	847682	UNIVERSITY OF ARIZONA		121484	10258				5.50		
60-3966-485-01-	01	848921	UNIVERSITY OF CALIFORNIA, SD	383020	112684	10245				5.50		
60-3966-485-01-	01	850160	UNIVERSITY OF NOTRE DAME	841672	121784	10246				3.80	70.20	*
											70.20	**
											70.20	***
											70.20	****
60-3967-482-01-	01	410853	INDIANA COOPERATIVE LIBRARY	12662	122084	10150				113.08		
60-3967-482-01-	01	732605	SOURCE TELECOMPUTING CORP	347R99	113084	10229				10.00	123.08	*
											123.08	**
											123.08	***
											123.08	****
60-3972-440-01-	01	762318	SUNNY SCHICK	9846	122184	10234	1245			35.64	35.64	*
											35.64	**
											35.64	***
											35.64	****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3973-440-01-	01	762318	SUNNY SCHICK	8487	121184	10233	1244			7.10	7.10	*
											7.10	**
											7.10	***
60-3973-486-01-	01	000019	THERESE WEBER		011185	10342			000848	23.85	23.85	*
											23.85	**
											23.85	***
											30.95	****
60-4405-410-01-	01	877204	ROBERT F. WIGHT COMPANY		120184	10262	974			1,306.69	1,306.69	*
											1,306.69	**
											1,306.69	***
60-4405-455-01-	01	789526	E H TEPE CO, INC	4410	010785	10253	1255			54.90	54.90	*
											54.90	**
											54.90	***
											1,361.59	****
60-4406-482-01-	01	376205	HIGHSMITH COMPANY INC	34185D	121284	10134	1072			234.60	234.60	*
											234.60	**
											234.60	***
											234.60	****
60-4410-501-01-	01	707856	THE SCHAFER COMPANY INC	295	010485	10220	1233			62.32	62.32	*
											62.32	**
											62.32	***
											62.32	****
01-4510-550-01-	01	094056	MATTHEW BENDER & COMPANY INC	254487	120684	10046				25.00	25.00	*
											25.00	**
60-4510-550-01-	01	000019	ANN ARBOR PL		011085	10337			000843	1.00		
60-4510-550-01-	01	000019	NATL PUB RES		011185	10341			000847	2.85		
60-4510-550-01-	01	001236	ACADEMY OF MOTION PICTURE		122884	10026				63.00		
60-4510-550-01-	01	014850	AMERICAN ECOND-CLAD SERVICES	375941	121184	10028				301.50		
60-4510-550-01-	01	049506	BACON PAMPHLET SERVICE INC	G 1451	121584	10000				48.43		
60-4510-550-01-	01	054453	BAKER & TAYOR COMPANY			10317				21,917.87		
60-4510-550-01-	01	059404	BAKER & TAYLOR COMPANY			10314				4,395.20		
60-4510-550-01-	01	064351	BAKER & TAYLOR COMPANY			10296				1,763.85		
60-4510-550-01-	01	069302	BAKER & TAYLOR COMPANY			10316				5,243.12		
60-4510-550-01-	01	075493		1849	122184	10039				100.71 — ERROR: CHECK NOT CREATED		
60-4510-550-01-	01	094056	MATTHEW BENDER & COMPANY INC	301424	121284	10043				30.50		
60-4510-550-01-	01	094056	MATTHEW BENDER & COMPANY INC	301423	121284	10042				30.50		
60-4510-550-01-	01	094056	MATTHEW BENDER & COMPANY INC	254485	120684	10003		010685		25.00		
60-4510-550-01-	01	094056	MATTHEW BENDER & COMPANY INC	254484	120684	10044				25.00		
60-4510-550-01-	01	094056	MATTHEW BENDER & COMPANY INC	254486	120684	10045				25.00		
60-4510-550-01-	01	128708	R R BOWKER COMPANY	198541	111684	10054				55.89		
60-4510-550-01-	01	133655	BOXBERGERS INC	66813	122884	10055				29.85		
60-4510-550-01-	01	136123	BRISTOL & GLOUCESTERSHIRE	1259	120484	10056				17.00		
60-4510-550-01-	01	150975	CINDY L BURNS		010785	10057				6.00		
60-4510-550-01-	01	169536	CAERNARVONSHIRE HIST SOC	123	111584	10297				7.20		
60-4510-550-01-	01	180688	CHAMBER OF COMMERCE		121384	10066				2.50		

MANAGEMENT REPORT

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST
60-4510-550-01-	01	200476	CLAYTON COUNTY GENEALOGICAL		121984	10078				52.00	
60-4510-550-01-	01	222755	JOHN CURLEY & ASSOCIATES	15444	123184	10085				83.70	
60-4510-550-01-	01	222755	JOHN CURLEY & ASSOCIATES	15647	123184	10084				83.70	
60-4510-550-01-	01	222755	JOHN CURLEY & ASSOCIATES	15180	122884	10083				124.32	
60-4510-550-01-	01	230790	B DALTON	181273	111284	10307				53.17	
60-4510-550-01-	01	231428	DATAPRO RESEARCH CORPORATION	B1179	112084	10086				148.25	
60-4510-550-01-	01	246263	DIALOG INFORMATION	28385	121584	10089				10.00	
60-4510-550-01-	01	257400	DOUBLEDAY & COMPANY INC	538385	070284	10092				720.00	
60-4510-550-01-	01	257400	DOUBLEDAY & COMPANY INC	153838	070284	10004		090284		720.00	
60-4510-550-01-	01	267309	DUNS MARKETING SERVICES	26002	103184	10270				410.00	
60-4510-550-01-	01	282154	EBSCO SUBSCRIPTION SERVICE	15622	121584	00003				27.97-	
60-4510-550-01-	01	314323	JEAN FUEGER		121184	10102				35.00	
60-4510-550-01-	01	315567	FUND RAISING INSTITUTE	303677	112684	10103				103.40	
60-4510-550-01-	01	325562	GENEALOGICAL SOCIETY OF N.J.		122084	10274				71.00	
60-4510-550-01-	01	345261	GREENHAVEN PRESS INC	11557	121184	10122				41.70	
60-4510-550-01-	01	348988	GRUNDY COUNTY GENEALOGICAL		121184	10123				7.00	
60-4510-550-01-	01	351458	G K HALL & COMPANY	011126	111584	10124				55.31	
60-4510-550-01-	01	353922			122784	10125				26.50	ERRORS CHECK NOT CREATED
60-4510-550-01-	01	403423	HUNTING FOR BEARS INC		121984	10138				31.90	
60-4510-550-01-	01	403423	HUNTING FOR BEARS INC		123184	10139				31.90	
60-4510-550-01-	01	435600	INGRAM			10294				1,151.43	
60-4510-550-01-	01	455407	LARRY A JAMES		122884	10158				10.00	
60-4510-550-01-	01	457876	JERONA MUSIC CORPORATION	941	121084	10159				685.09	
60-4510-550-01-	01	492531	KNOWLEDGE INDUSTRY PUBL INC	30988	020784	10277				72.00	
60-4510-550-01-	01	506125	JOAN KUNKEL			10278				31.50	
60-4510-550-01-	01	507385	THE LANCASHIRE PARISH		010185	10167				20.00	
60-4510-550-01-	01	508683	LAW JOURNAL PRESS	62511	121084	10169				40.50	
60-4510-550-01-	01	512338	LEA COUNTY GENEALOGICAL SOC	101	120584	10279				35.00	
60-4510-550-01-	01	523461	LONGMAN INC	502068	110784	10171				8.67	
60-4510-550-01-	01	532126	MAGNUM	6858	121784	10174				183.60	
60-4510-550-01-	01	537071	MARQUIS WHO'S WHO INC	316334	111784	10176				63.00	
60-4510-550-01-	01	538310	WILLIAM A MARSH	82-194	121184	10177				36.00	
60-4510-550-01-	01	538930	MARSHALLCOUNTY GENEALOGICAL		123084	10175				41.95	
60-4510-550-01-	01	561827	WILLIAM MORROW & COMPANY INC	574473	120584	10182				7,889.81	
60-4510-550-01-	01	563684	MOWER COUNTY HISTORY		121084	10184	8644			37.90	
60-4510-550-01-	01	563838	WILLIAM L. MURPHY	73691	121984	10282				41.00	
60-4510-550-01-	01	563994	MUSIC EXCHANGE INC	2190	121384	10185	9147			76.75	
60-4510-550-01-	01	571725	NATIONAL ARCHIVES TRUST FUND	29331	010285	10306				17.00	
60-4510-550-01-	01	576670	NATIONAL GEOGRAPHIC SOCIETY			10188				8.95	
60-4510-550-01-	01	586587	NATIONAL REGISTER PUSHIBLING	34419	110684	10189				78.75	
60-4510-550-01-	01	586587	NATIONAL REGISTER PUSHIBLING		120584	10190				248.35	
60-4510-550-01-	01	591521	NORFOLK & NORWICH ARCHAELOG-		120784	10283				10.00	
60-4510-550-01-	01	596485	NORTHEAST ALABAMA GEN SOC		120684	10284				78.00	
60-4510-550-01-	01	611328	ORYX PRESS	140244	121384	10197				237.00	
60-4510-550-01-	01	623083	PETERSON'S GUIDES INC	203135	122184	10286				102.36	
60-4510-550-01-	01	638552	R L POLK & COMPANY	146458	121184	10201				32.32	
60-4510-550-01-	01	655872	PRINCE GEORGE'S COUNTY	1391	120184	10204	9170			28.00	
60-4510-550-01-	01	657115	PRINT MEDIA SERVICES LTD	L85061	010385	10288				79.60	
60-4510-550-01-	01	660825	PUBLIC AFFAIRS COMMITTEE INC	32307	121084	10205				58.74	
60-4510-550-01-	01	675687	RANKIN COUNTY HISTORICAL SOC	121784		10209				26.50	
60-4510-550-01-	01	695475	ROXBURY DATA INTERFACE	10182	121284	10216	6337			99.00	
60-4510-550-01-	01	717754	SHEPARDS MCGRAW-HILL	847358	122884	10221				40.75	

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-4510-550-01-	01	717754	SHEPARDS MCGRAW-HILL	81826	100784	10222				101.00		
60-4510-550-01-	01	717754	SHEPARDS MCGRAW-HILL	738832	010385	10223				417.00		
60-4510-550-01-	01	720224	PATRICIA M SHOOK		112784	10224	9195			80.00		
60-4510-550-01-	01	727652	SILVER BURDETT COMPANY	399186	121184	10225	15370			16.28		
60-4510-550-01-	01	727652	SILVER BURDETT COMPANY	737420	121984	10226	6767			13.05		
60-4510-550-01-	01	728888	SOCIAL SERVICE PUBLICATIONS		020185	10227				54.90		
60-4510-550-01-	01	737550	SOUTHERN HISTORICAL PRESS		121184	10230	8973			71.40		
60-4510-550-01-	01	740020	STAFFORDSHIRE RECORD SOCIETY		011985	10304				7.20		
60-4510-550-01-	01	752401	SUMMIT CITY NEWS AGENCY INC	105695	121884	10232				40.66		
60-4510-550-01-	01	774677	TAFT CORPORATION	209084	121084	10236	15376			355.45		
60-4510-550-01-	01	784575	TAYLOR & FRANCIS INC	6043	121984	10239				123.50		
60-4510-550-01-	01	850780	VIKING PENGUIN INC	40548	120784	10249	15132			8.75		
60-4510-550-01-	01	853887	VIRGINIA VANPATTEN WAHLSTROM		122084	10250				8.00		
60-4510-550-01-	01	871206	WEST PUBLISHING COMPANY	574025	010285	10242				828.75	50,568.31	*
											50,568.31	**
											50,593.31	***
											50,593.31	****
60-4520-400-01-	01	000019	F W NEWSPAPERS		010785	10328			000834	75.40	75.40	*
											75.40	**
											75.40	***
60-4520-456-01-	01	000019	F W NEWSPAPERS		010785	10328			000834	75.40	75.40	*
											75.40	**
											75.40	***
60-4520-460-01-	01	000019	F W NEWSPAPERS		010785	10328			000834	117.00	117.00	*
											117.00	**
											117.00	***
60-4520-550-01-	01	019801	AMERICAN LIBRARY ASSOCIATION			10029				30.00		
60-4520-550-01-	01	116335	BIRMINGHAM GENEALOGICAL SOC			10265				8.00		
60-4520-550-01-	01	146021	BROOKHAVEN PRESS DIVISION	11556	122784	10266				65.00		
60-4520-550-01-	01	179442	CATHOLIC LIBRARY ASSOCIATION	5369	011985	10268				50.00		
60-4520-550-01-	01	180068	CATOCTIN PRESS		121284	10267				15.00		
60-4520-550-01-	01	210382		17558	112884	10080				21.00		ERROR! CHECK NOT CREATED
60-4520-550-01-	01	282154	EBSCO SUBSCRIPTION SERVICE	40544	121284	10094				13.60		
60-4520-550-01-	01	282154	EBSCO SUBSCRIPTION SERVICE	40836	121284	10095				15.75		
60-4520-550-01-	01	282154	EBSCO SUBSCRIPTION SERVICE	41951	122684	10096				552.03		
60-4520-550-01-	01	293288	FILMS IN REVIEW			10272				3.00		
60-4520-550-01-	01	313084	FROST ILLUSTRATED		122784	10263				30.00		
60-4520-550-01-	01	324426	GENEALOGICAL SOCIETY OF			10273				8.00		
60-4520-550-01-	01	342793	GRAPEVINE			10275				15.00		
60-4520-550-01-	01	435600	INGRAM	122845	121584	10295				30.00		
60-4520-550-01-	01	447978	INTNL CITY MANAGEMENT ASSN	14729	111484	10276				50.00		
60-4520-550-01-	01	546976	MEDIA & METHODS		111284	10281				24.00		
60-4520-550-01-	01	551929	MICRO PHOTO	82329	010285	10178				2,893.38		
60-4520-550-01-	01	590282	NEW SHELTER			10191				10.97		
60-4520-550-01-	01	597724	NORTHEAST TEXAS GEN SOC		010185	10300				10.00		
60-4520-550-01-	01	612561	THE PARIS REVIEW			10198				16.00		
60-4520-550-01-	01	621226	PERMIAN BASIN GEN SOC	85-1	122084	10285				10.00		
60-4520-550-01-	01	622168	PETERS COLONY HISTORICAL SOC		121084	10301				5.00		

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-4520-550-01-	01	623393	PHILADELPHIA INQUIRER	303141		10287				94.75		
60-4520-550-01-	01	653403	PRENTICE-HALL INC	48F095	120784	10203				2,742.00		
60-4520-550-01-	01	662062	PUPPETEERS OF AMERICA			10206	81584			20.00		
60-4520-550-01-	01	685577	ROANOKE VALLEY HIST SOCIETY		121884	10289				4.35		
60-4520-550-01-	01	696099	JAMES E RUSH ASSOC INC			10291				60.00		
60-4520-550-01-	01	696099	JAMES E RUSH ASSOC INC			10290				10.00		
60-4520-550-01-	01	697958	HOWARD W SAMS & CO INC	161283	121784	10218				63.70		
60-4520-550-01-	01	710326	SCHOLASTIC MAGAZINES		121384	10292				50.85		
60-4520-550-01-	01	742503	STANDARD & POORS CORP	364628	120184	10231				78.00		
60-4520-550-01-	01	749923	STONE COUNTY HISTORICAL SOC		123184	10298				5.00		
60-4520-550-01-	01	773433	SWEDISH-AMERICAN HIST SOC			10302				15.00		
60-4520-550-01-	01	846457	UNIVERSITY MICROFILMS	343073	080284	10240				58.95		
60-4520-550-01-	01	849545	UNIVERSITY OF MICHIGAN		121184	10264				16.00		
60-4520-550-01-	01	878626	H W WILSON COMPANY	48563	121384	10303				130.00	7,224.33	*
											7,224.33	**
											7,224.33	***
											7,492.13	****
60-4530-550-01-	01	002461		SL9382	103084	10027				545.40		
60-4530-550-01-	01	032182	AUDIO BUFF CO INC	85746	122084	10034				236.98		
60-4530-550-01-	01	032182	AUDIO BUFF CO INC	85745	122084	10033				281.34		
60-4530-550-01-	01	032182	AUDIO BUFF CO INC	85747	122084	10032				193.62		
60-4530-550-01-	01	122513	BOOKS ON TAPE	1643	010285	10053				253.00		
60-4530-550-01-	01	163368	BYTREX INC	1547	121384	10062				66.10		
60-4530-550-01-	01	163368	BYTREX INC	1546	121384	10061				287.55		
60-4530-550-01-	01	181919	CHAMBERS RECORD & VIDEO CORP	37350	123184	10067				107.69		
60-4530-550-01-	01	183156	CHILDRENS PRESS INC	21534	121184	10308				43.93		
60-4530-550-01-	01	196762	CLARUS MUSIC LTD	27436	121184	10077				44.42		
60-4530-550-01-	01	212857	COMPUTERLAND	6997	121284	10082				104.90		
60-4530-550-01-	01	212857	COMPUTERLAND	6980	120884	10081				95.92		
60-4530-550-01-	01	391050	VICTOR HOTHO & CO	67302	121184	10136				157.07		
60-4530-550-01-	01	461598	JOSTENS LEARNING SYSTEMS INC	61695	121184	10261				97.63		
60-4530-550-01-	01	513563	LEISURE TIME SALES CORP	155809	121784	10280				54.35		
60-4530-550-01-	01	534609	MAJOR VIDEO CONCEPTS INC			10293				758.57		
60-4530-550-01-	01	554405	MICROAGE OF FORT WAYNE	27	120484	10180				139.35		
60-4530-550-01-	01	626171	PIERCE COUNTY RAPE RELIEF	1608	121484	10199	9198			10.00		
60-4530-550-01-	01	674443	RANDOM HOUSE INC	944943	121984	10208	9065			22.45		
60-4530-550-01-	01	684333	RIEGEL'S		011185	10305				19.25		
60-4530-550-01-	01	730122	SOFTWARE PUBLISHING CORP	102736	113084	10228				31.45		
60-4530-550-01-	01	777153	TARGET	1289	120684	10238				84.08		
60-4530-550-01-	01	782106	TARGET	943	120484	10237				464.57	4,099.62	*
											4,099.62	**
											4,099.62	***
											4,099.62	****
60-4531-550-01-	01	163368	BYTREX INC	1542	121384	10060				184.63	184.63	*
											184.63	**
											184.63	***
											184.63	****

EARLY CHECK NOT CREATED

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-6091-410-01-	01	000019	SUMMIT BK		011085	10339			000845	725.00	725.00	*
											725.00	**
											725.00	***
											725.00	****
60-7750-550-01-	01	000019	FT W NATL BANK		010385	10324			000830	11,437.94		
60-7750-550-01-	01	000019	LINCOLN LIFE		010285	10323			000829	1,053.00		
60-7750-550-01-	01	000019	BLUE CROSS		010785	10329			000835	1,486.50		
60-7750-550-01-	01	000019	FICA		010385	10325			000831	12,774.04		
60-7750-550-01-	01	000019	PERF		011185	10346			000852	15,602.31		
60-7750-550-01-	01	000019	UN FOUNDERS		010985	10336			000842	55.00	42,408.79	*
											42,408.79	**
											42,408.79	***
											42,408.79	****
											193,749.15	*****

CLIENT-86A CLIENT NAME - ALLEN CNTY LIBRARY A/P MONTHLY EXPENSE DISTRIBUTION EX1 DATE 01/24/85 PAGE 22 70180

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3531-461-04-	01	193054	CITY UTILITIES			10069				39.00	39.00	*
											39.00	**
											39.00	***
											39.00	****
60-3541-461-04-	01	193054	CITY UTILITIES			10069				19.17	19.17	*
											19.17	**
											19.17	***
											19.17	****
											58.17	*****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3810-550-10-	01	000019	FT W NAT'L BK		010185	10320			000826	130,000.00	130,000.00	*
											130,000.00	**
											130,000.00	***
											130,000.00	****
60-3820-550-10-	01	000019	FT W NAT'L BK		010185	10319			000825	49,395.00	49,395.00	*
											49,395.00	**
											49,395.00	***
											49,395.00	****
											179,395.00	*****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-6093-481-30-	01	000019	SUMMIT BK		011085	10340			000846	100.00	100.00	*
											100.00	**
											100.00	***
											100.00	****
											100.00	*****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-4510-483-41-	01	054453	BAKER & TAYOR COMPANY			10317				21.88	21.88	*
											21.88	**
											21.88	***
60-4510-484-41-	01	054453	BAKER & TAYOR COMPANY			10317				13.25	13.25	*
											13.25	**
											13.25	***
											35.13	****
											35.13	*****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3122-457-50- 5/8 01	01	202959	COIL & DICKMEYER INC		122884	10079				160.00	160.00	*
											160.00	**
											160.00	***
60-3122-550-50- 5/8 01	01	202959	COIL & DICKMEYER INC		122884	10079				300.00	300.00	*
											300.00	**
											300.00	***
											460.00	****
											460.00	*****

**** END OF MONTH PROCESSING ****

*** BRANCH 01 TOTALS ***

373,797.45 EXP DIST ACCUM

CASH DISBURSEMENT ENTRIES

A/P	DISCOUNT	CASH	
267,712.59	.00	267,712.59	CHECKS WRITTEN

ADP G/L INTERFACE CONTROL TOTALS

G/L CLIENT	JOUR SOURCE	G/L NUM	AMOUNT	DESCRIPTION
70180	CD	05750100001	267,712.59	CASH DISB 01/24
70180	CD	01601100001	.00	CASH DISB 01/24
70180	CD	01601100001	267,712.59-	CASH DISB 01/24
70180	AP	TOTALEXPENSE	373,797.45	TOTAL EXPENSES
70180	AP	05750100001	373,797.45-	PURCHASES 01/24
70180	AP	01600000000	.00	SUSPENSE ACCT TOTAL
			408	TOTAL CARDS PUNCHED

STARTING CHECK NO. 100001 ** ENDING CHECK NO. 100213

*** CLIENT 86A TOTALS *** VM3000

373,797.45 EXP DIST ACCUM

CASH DISBURSEMENT ENTRIES

A/P	DISCOUNT	CASH	
267,712.59	.00	267,712.59	CHECKS WRITTEN

	VOUCHER			
		373,797.45		
P6 4	10047	-	4.30	ERRORS CAUSING CHECKS NOT TO BE CREATED
17	10039	-	100.71	
18	10125	-	26.50	
19	10080	-	21.00	
20	10027	-	545.40	
		373,099.54		TOTAL OF CHECKS WRITTEN

ACPL
LEN COUNTY
BLIC LIBRARY
WEBSTER STREET
RT WAYNE, INDIANA
302: (219) 424-7241
ING ADDRESS: BOX 2270
T WAYNE, INDIANA 46801

J. Ashton
director

25 February 1985

To: All Library Board Members

From: Rick Ashton

Re: Regular Board Meeting of 28 February 1985

The Board of Library Trustees will meet in the upstairs auditorium of the Main Library on 28 February. Because there will undoubtedly be a number of extra people attending this Board meeting, the Board Room will not accommodate everyone. I have tried to keep the routine business items on the agenda to an absolute minimum, so that there will be time for discussion and/or action relating to the branch library service plan proposal and time for the presentation of the plan and recommendations concerning Library automation.

I look forward to seeing you at 3:00 p.m. on Thursday for this important Board meeting.

RJA:kws

MINUTES

Board of Finance

The Board of Finance met at 9:00 a.m. on Friday 8 February 1985 in the office of the Director. Members present: Alan McMahan, Zohrab Tazian, Mary Koehlinger, Patricia Beers. Members absent: Lu Ann Beaman, Rae Gates, James Ganaway. Mr. McMahan presided.

1. Opening of proposals from banks. The Board opened proposals from Summit Bank, Lincoln National Bank, Fort Wayne National Bank, Anthony Wayne Bank, Allen County Bank and Trust Company, and Grabill Bank.

2. Designation of depositories. The Board of Finance adopted the resolution designating all banks making proposals as public depositories for the Allen County Public Library.

3. Adjournment. The Board adjourned.

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Frank J. Ashton
director

AGENDA
Board of Library Trustees
Allen County Public Library
28 February 1985
3:00 p.m.
Upstairs Auditorium
Main Library

1. Adoption of the agenda.

2. Approval of the minutes of the 24 January regular Board meeting.

3. Approval of the minutes of the 8 February meeting of the Board of Finance.

4. Public hearing on proposed additional appropriation.

   A. Approval of additional appropriation resolution of $45,000 to the Operating Fund for purchase of video equipment.

5. Opening of proposals and awarding of temporary loan.

6. Discussion of proposed branch library service plan.

7. Presentation of recommendations and plan concerning Library automation. Luana Stanley and RMG & Associates, Consultants.

8. Reception of the financial report of 31 January 1985.

9. Report of the Director.

10. Approval of LSCA Grant application of $4454 for participation in state reciprocal borrowing agreement.

11. Approval of submission of LSCA proposal of $100,000 for the third phase of bibliographic conversion.

12. Approval of a grant of temporary right-of-way to the city of Fort Wayne for construction of entry road at East State Boulevard Georgetown Branch Library site.

13. Approval of salaried appointment:

Susan Riehm	#361	Librarian/Assistant Department Manager, Readers' Services	$17,955.89

14. Approval of payment of the following bills:

2/28/85	Accounts Payable	$165,728.94

15. Other business.

16. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES

ALLEN COUNTY PUBLIC LIBRARY

28 FEBRUARY 1985

The Board of Library Trustees met for its regular monthly meeting at 3:00 p.m. in the upstairs auditorium (Room 4) of the Main Library on 28 February 1985. Members present: Rae Gates, Patricia Beers, Zohrab Tazian, James Ganaway, Lu Ann Beaman, Mary Koehlinger. Member absent: Alan McMahan. Mrs. Gates presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.

2. Approval of the minutes of the 24 January regular Board meeting. The Board approved the minutes as circulated.

3. Approval of the minutes of the 8 February meeting of the Board of Finance. The Board approved the minutes as circulated.

4. Public hearing on proposed additional appropriation. Mrs. Gates opened the public hearing on the proposed additional appropriation as advertised. No person spoke for or against the proposed appropriation. Mrs. Gates closed the hearing.

4. A. Approval of additional appropriation resolution of $45,000 to the Operating Fund for purchase of equipment. The Board approved an appropriation resolution of $44,469, from revenue to be paid to the Allen County Public Library by the City of Fort Wayne from cable franchise fee funds.

5. Opening of proposals and awarding of temporary loan. The Board opened

the following proposals:

Anthony Wayne Bank:	6.25% for amounts up to $650,000 borrowed between 7 March and 1985 and 30 May 1985, and 6.50% for amounts up to $650,000 borrowed between late August 1985 and 30 November 1985.
Fort Wayne National Bank:	7.0% for amounts up to $650,000, during both borrowing periods.
Summit Bank:	80% of the prime rate for amounts up to $650,000.
Lincoln National Bank:	64% of Lincoln National Bank base rate on amounts borrowed up to $650,000.

The Board awarded the temporary loan to Anthony Wayne Bank.

6. Discussion of proposed branch library service plan. The Board discussed its response to the branch library service plan presented by consultants. After discussion, the Board adopted a detailed response, which is appended to and incorporated in these minutes.

7. Presentation of recommendations and plan concerning Library automation. Luana Stanley, Automation Project Manager, and Rob McGee and Dan Iddings, of RMG & Associates Consultants, presented a proposed "Recommendations and Plans for Automated Systems and Services for Allen County Public Library." After discussion with the consultants, the Board formally received the report and took it under advisement.

8. Reception of the financial report of 31 January 1985. Douglas Lehman, Financial Manager, presented the report. The Board received the report as presented.

9. Report of the Director. Rick Ashton referred the Board to his written

report, distributed with the agenda. He provided further information on the status of House Bill 1241, which provides additional accountability for state funds appropriated for public libraries and library services authorities, and House Bill 1885, which would require review by an elected fiscal body of all public library budgets and bond issues. He agreed to supply the text of House Bill 1885 to all Board members, and to keep the Board informed of the status of this bill.

10. Approval of LSCA grant application of $4454 for participation in state reciprocal borrowing agreement. Rick Ashton informed the Board that this grant had already been approved without the necessity of application. He proposed that the money to be received be spent for books and other library materials. The Board approved the proposal.

11. Approval of submission of LSCA proposal of $100,000 for the third phase of bibliographic conversion. The Board approved the submission of the grant proposal.

12. Approval of a grant of temporary right-of-way to the City of Fort Wayne for construction of entry road at East State Boulevard Georgetown Branch Library site. The Board approved the requested grant.

13. Approval of salaried appointment: The Board approved the appointment of Susan Riehm to position #361, Librarian/Assistant Department Manager, Readers' Services, at a salary of $17,955.89.

14. Approval of payment of the following bills. Rick Ashton certified that the following claims are true and correct and supported by itemized invoices

or other equivalent documentation. Accounts Payable: $165,728.94.

15. Other business. None.

16. Adjournment. The Board adjourned.

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J. Ashton
director

AGENDA ITEM 4 A
Requested Action: Approval

LIBRARY APPROPRIATION RESOLUTION

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the 1985 annual budget for the various functions of the Allen County Public Library:

Now, be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that for the expenses of the public library the following additional sums of money are hereby appropriated and ordered set apart in the Operating Fund, from unanticipated revenue, for the purposes specified, subject to the laws governing the same:

Library Operating Fund	Amount Appropriated
4 Properties	
Equipment	$44,649
TOTAL	$44,649

Presented to the Board of Trustees of the Allen County Public Library, read in full, and adopted this 28th day of February 1985, by the following aye and nay vote.

AYE	NAY
[illegible]	
[illegible]	
[illegible]	
[illegible]	
[illegible]	
[illegible]	

ATTEST: [illegible]
Secretary, Board of Library Trustees

CERTIFICATE

I, Zohrab K. Tazian, Secretary of the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, do hereby certify to the Auditor of Allen County that the attached is a complete transcript of the proceedings had with respect to additional appropriations adopted by the Board of Library Trustees of the Allen County Public Library at a meeting held on 28 February 1985.

Dated this 1st day of March 1985

Zohrab K. Tazian, Secretary
Board of Library Trustees

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J. Ashton
director

AGENDA ITEM 9
Requested Action: Receive report

A. Congratulations to Mrs. Koehlinger, who has been reappointed by the Board of County Commissioners for a four-year term; and to Mrs. Beaman, who has been appointed by the Allen County Council for a four-year term on the Board of Library Trustees.

B. State legislative report. House Bill 1241, a set of amendments to the law concerning the Indiana State Library, has passed through the House of Representatives successfully. Senator John Sinks will be the Senate sponsor of the bill. This bill, if successful, will open the way for some possible additional funding support from the state for direct aid to public libraries and for support of the library network organizations. It improves the ability of the Indiana State Library to supervise the spending of the state-appropriated money. House Bill 1885, which will require the submission of budgets and bond issue proposals by special taxing districts to elected fiscal bodies, has moved forward only slightly. As of noon on 25 February, the bill had had a hearing, but had received no vote, in the House Ways and Means Committee. As now written, the bill would require the Allen County Public Library budget, tax levy, and tax rate to be submitted to and approved by the Allen County Council. Deficiencies in the drafting of the legislation will create many problems of administration at both the state and local levels, and attempts are being made by the Indiana Library Association to correct these technical deficiencies. House Bill 1795, introduced by Representative Phyllis Pond, would have an impact on public library tax levy appeals. As the law now stands, public libraries are permitted to appeal their tax levies under a complicated set of rules once every three years. Representative Pond's bill would change this to once every five years. This would have an immediate impact on the Allen County Public Library, since 1986 is an appeal year under the present law.

C. Federal legislative report. Rick Ashton presented written testimony to Senator Quayle's budget hearings on 14 February. This testimony concerned federal support for Library Services

and Construction Act activities. President Reagan's budget proposal has a 0 funding amount for the Library Services and Construction Act, as it has for the previous four years. The Congress has declined to accept that recommendation, and Senator Quayle in 1984 was a major proponent of the Library Services and Construction Act.

D. The Friends of the Allen County Public Library "Gold Again" had reached the level of $24,042 on 22 February.

E. Library use, January 1985. Library circulation continues to climb. Total circulation in January was 200,008 items, up 17.7% from January 1984. Main Library circulation increased 12.8% and Branch and Bookmobile Division circulation increased 21.1% during the month. This phenomenon seems to confirm the old adage, "All publicity is good publicity." Circulation gain leaders were Georgetown Branch, up 32.4%, Pontiac Branch, up 36.7%, and Woodburn Branch, up 48.6%.

F. Laura Ingalls Wilder Day. The third annual Laura Ingalls Wilder extravaganza took place at the Main Library on 23 February. Crafts, music, storytelling, and other activities, all built around the pioneer themes of the "Little House on the Prairie" books, attracted an audience estimated at 650 children. The high (or low) point of the day was the enactment of an authentic frontier melodrama, complete with beautiful heroine, dashing hero, and snarling villain. Guess who got to play the part of the villain.

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F. J. Ashton
director

AGENDA ITEM 10
Requested Action: Approval

DESIGNATION OF RECIPROCAL BORROWING FUNDS

The Allen County Public Library has received a federal grant of $4454 from the Indiana State Library for its participation in the statewide reciprocal borrowing project. This is a reimbursement of approximately 50¢ per loan for each direct loan made to borrowers holding cards from other Indiana libraries during the last federal fiscal year. No grant proposal was necessary. The staff proposes that the Board authorize the spending of this $4454 grant for the purchase of books and other library materials.

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J. Ashton
director

AGENDA ITEM 11
Requested Action: Approval of Proposal

RETROSPECTIVE GRANT PROPOSAL

For the past two years, the Allen County Public Library has received grants of $100,000 to assist in the conversion of card catalog records to computer-readable form. The staff proposes to submit a third proposal of this kind before the 31 March proposal filing deadline. If successful, this third grant proposal would bring the conversion of the Library's catalog records above the 50% mark by some time early in 1986. Board approval of the submission of this proposal is requested.

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Peter J. Ashton
director

AGENDA ITEM 12
Requested Action: Approval of grant

In addition to the rights-of-way already granted, the city of Fort Wayne has requested a temporary right-of-way for space to be used by the contractor during construction of the traffic signals and entry roadway into the Georgetown Shopping Center just east of the Georgetown Library property on East State Street. This right-of-way would be valid for the period of construction only. Restoration of pavements and yards would be undertaken at the cost of the city.

DIRECTION AND MOMENTUM OF THE ALLEN COUNTY PUBLIC LIBRARY

February 1985

WHERE WE HAVE BEEN

Since 1980 the Allen County Public Library has conscientiously improved its service. Starting with basic services such as the lending of books and the answering of information questions, the Library has consistently provided a broad and deep selection of books and other library materials and an alert and helpful staff.

In addition to basic services, the Library has introduced Sunday hours, expanded the hours of the smallest branch libraries, provided access to computerized research databases, operated the public access cable television channel, lent videocassettes and video equipment, and actively publicized and promoted its value to the community.

The people of Allen County have been responsive to these efforts. The number of books and other items borrowed has increased 71% in the past five years. Attendance at Library programs has increased 338%. The number of information questions answered by Library staff has increased 393%.

These improvements have been gained by good management and increased productivity. While the number of items borrowed by the community has increased by 71% in the past five years, the size of the Library staff is the same as in 1978. Indeed, in three of the past six years, the Library has increased its service to the community while

reducing the size of its staff.

In budgetary terms, the pattern is similar. During the past seven years, the Library operating budget has increased 65%. Inflation during the same period has wiped out any real budget increase. Service has improved while buying power has remained static.

WHERE WE ARE NOW

In 1984 and 1985 the Library addressed three major long-term issues. These are diversification of revenue, locations and hours of service, and automation.

Revenue Diversification

The Library has begun to diversify its sources of income by successfully applying for a Challenge Grant from the National Endowment for the Humanities. This $300,000 grant, to be matched by a locally-raised $900,000, will provide an endowment fund whose income will buy books and other library materials in the humanities for many years.

Locations and Hours

The Board of Library Trustees has been reviewing and receiving public comment on a consultant study. The study makes many recommendations concerning appropriate locations, hours, staffing levels, and collections for the branch libraries. Much additional staff work

remains to be done, with presentation of several alternative plans expected in October.

Automation

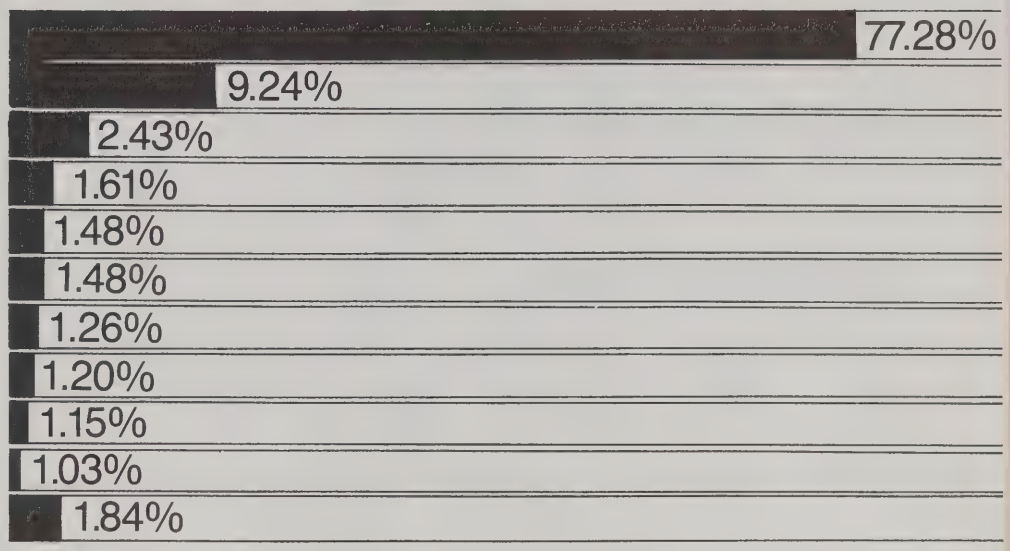
A staff committee, working with consultants, community experts, and the Board of Library Trustees, has been doing the groundwork for decisions about automation. The automation of labor-intensive clerical functions such as book circulation and catalog maintenance will improve public access to the Library collection, divert staff effort toward public service, and allow improved financial monitoring and control of Library functions.

WHERE WE WANT TO GO

In the coming decade the Allen County Public Library will continue to provide excellent basic services, expand its array of higher-technology information services, manage its resources effectively, and respond to the needs of the community. As the mission statement of the Library states, "The Allen County Public Library is a service institution. It seeks to inform, educate, entertain, and culturally enrich the entire community by providing books and other library materials, facilities, and professional services, freely available to all." As the environment and the needs of the community change, the Library will change, fulfilling its mission of service.

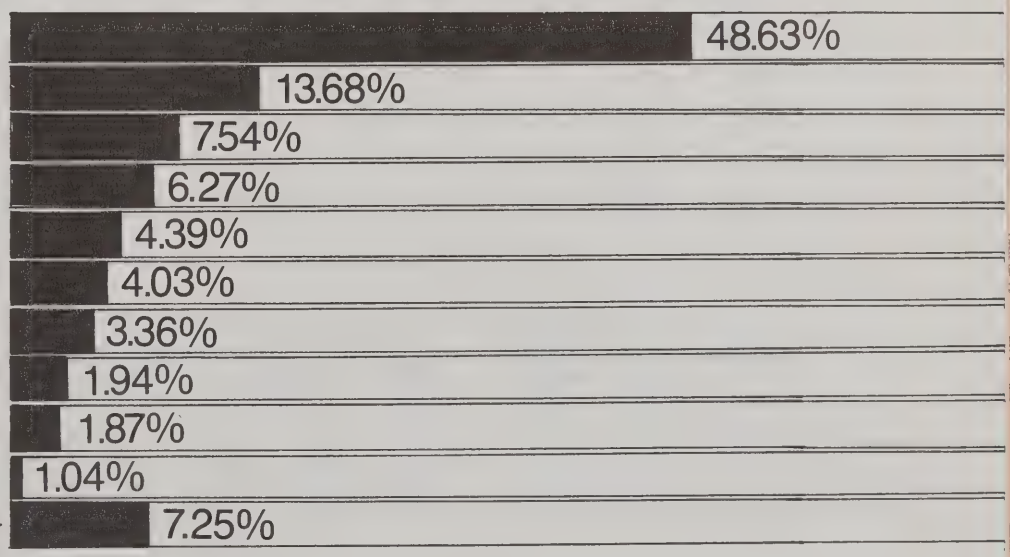
FINANCIAL EXHIBIT #1

HOW IS THE LIBRARY FUNDED?
WHAT WERE THE SOURCES OF INCOME IN 1984?

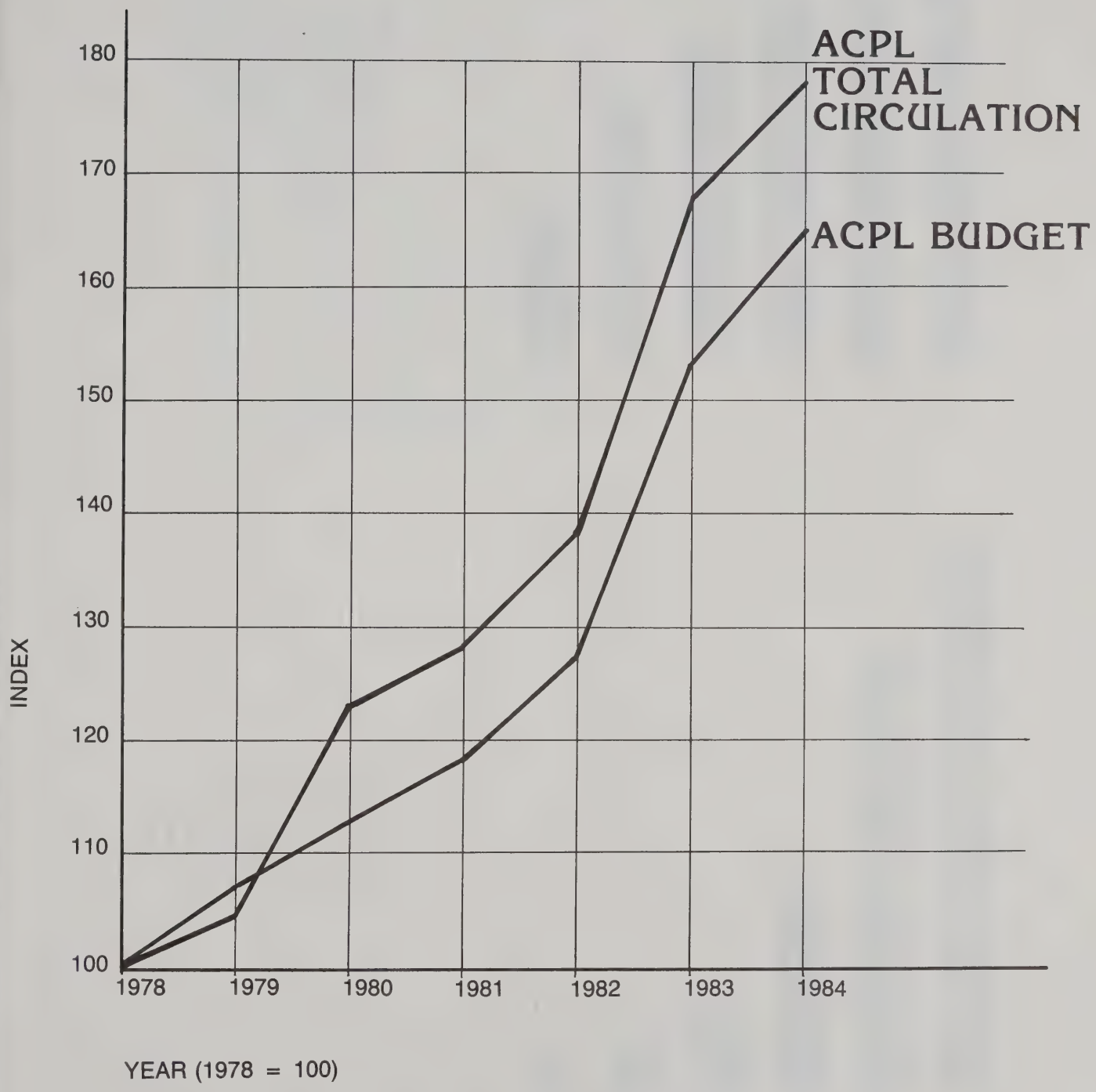


FINANCIAL EXHIBIT #2

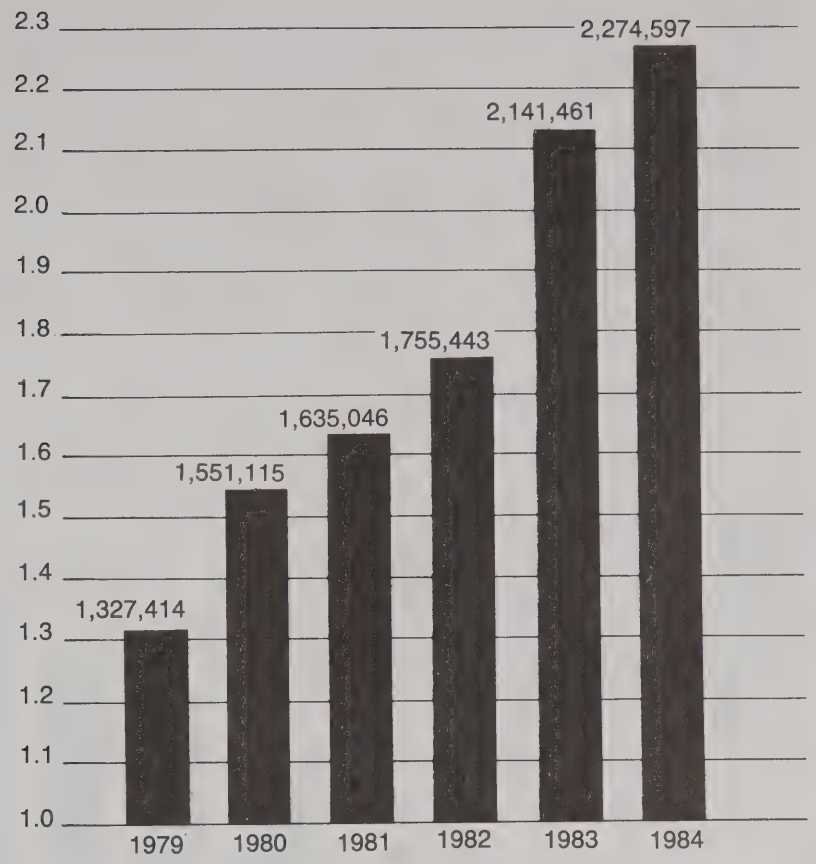
HOW DID THE LIBRARY SPEND THAT INCOME IN 1984?



FINANCIAL EXHIBIT #3

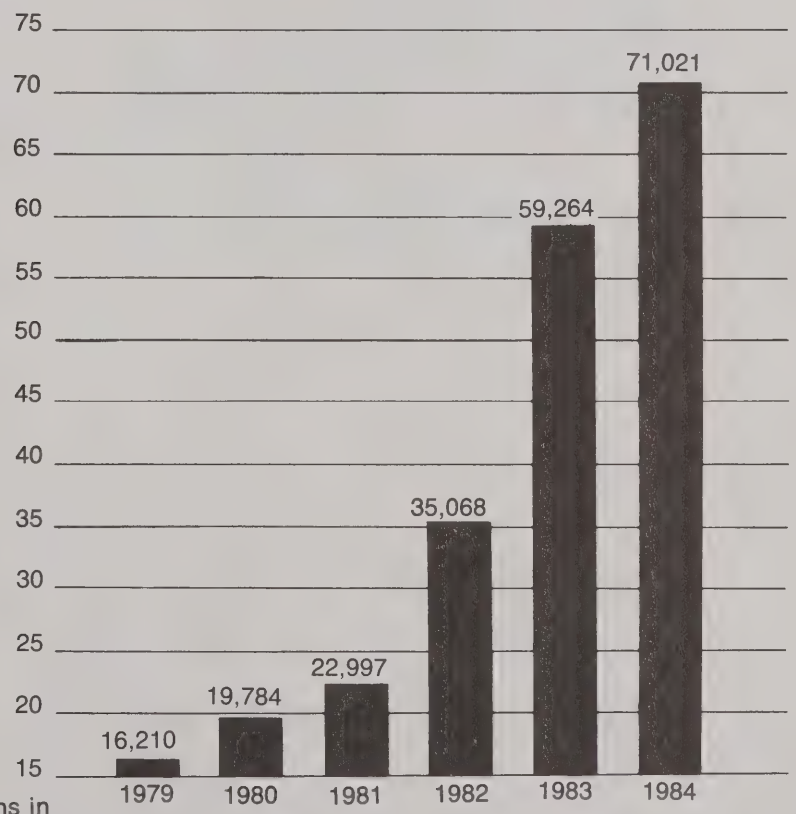


MATERIALS BORROWED 1979-1984



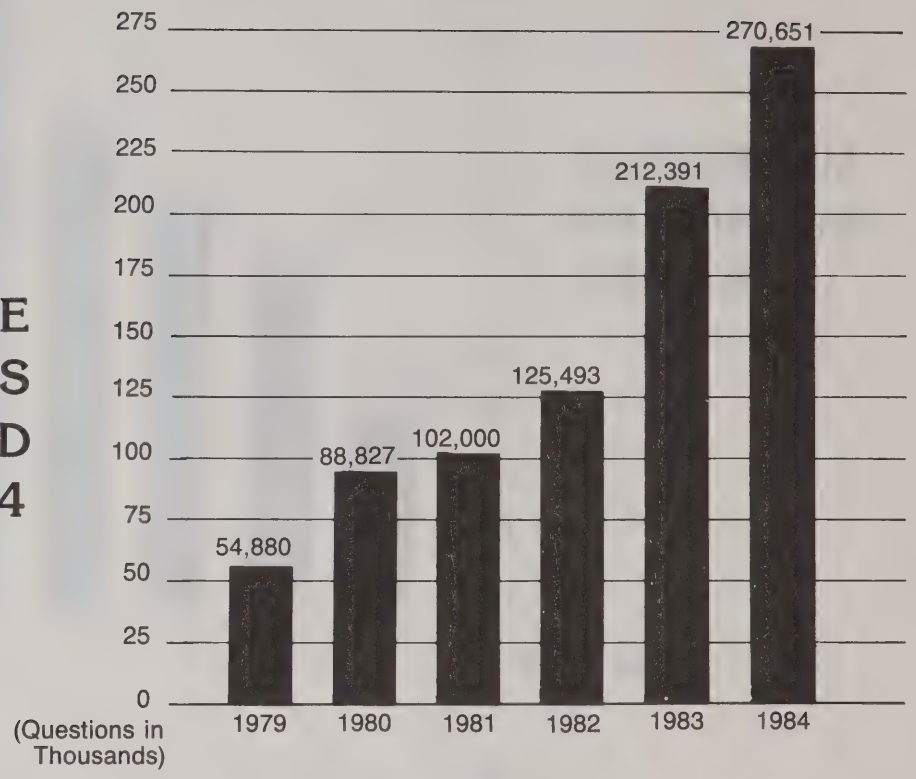
(Books in Millions)

PROGRAM ATTENDANCE 1979-1984



(Patrons in Thousands)

REFERENCE QUESTIONS ANSWERED 1979-1984



1983/1984
User Pattern Studies

prepared by

Sheldon Kaye
Branch & Bookmobile Manager
Allen County Public Library

1983/1984 USER PATTERN STUDIES

Sheldon Kaye
Branch and Bookmobile
Manager

The Allen County Public Library staff began a use pattern study in mid 1983 in order to answer the questions:

What factors affect the use of our branch library system?

Are there areas of overlapping branch service?

A key part of that study located where four hundred actual borrowers from our eight largest branches lived. We also studied characteristics of areas served by the smaller branches, population trends, and some performance measures of the branches. In addition to learning more about the areas where we were providing service, an outcome of our study was the identification of areas not receiving branch library service.

What follows are some of our findings about what affects the use our patrons make of a branch and what areas do not have branch service.

Factors that affect the use of the branch library system

Our study showed that three interrelated factors will have an

affect on the use people make of their branch libraries:

1. Relation of branch site to nearby commercial activity.
2. Geographic features such as roads and rivers.
3. The size of the population served.

Commerce

The first factor, the relation of a branch site to nearby commercial activity, affects how far our patrons are likely to go for branch service.

We found definite variations in how far people go to use various branches. At one extreme there is the Georgetown Branch situated in a thriving shopping center with a grocery store. Georgetown Branch draws fairly evenly from our largest service area in terms of population served (50,000) and size. The service area is defined by the Maumee River on the south, Coliseum Boulevard on the west, and the St. Joseph River on the north. Georgetown's circulation of 340,000 items in 1984 is nearly twice the circulation of the system's next most active branch: Little Turtle - which circulated 180,000 items in 1984.

The size of the service area and population served by Georgetown Branch gives us an idea, within the context of our own city, of how many people can be served

effectively by a branch. But the other important factor that becomes clear when looking at our Georgetown experience is that when people can combine a library visit with filling as many of their other errands as possible, including grocery shopping, the branch is likely to be heavily used.

Little Turtle is also situated in an active commercial area that includes a grocery store. The fact that Little Turtle has our second highest circulation supports our finding that library use increases when a library visit can be combined with other errands.

The use of Tecumseh Branch represents the other pattern we saw in how far our patrons will go to use their branch. The Tecumseh service area is well defined by the geographic features of Coliseum Boulevard, the Maumee River and the St. Joseph River. The branch is on a well traveled street with a number of small shops nearby. Patrons of Tecumseh live much closer to their branch than do Georgetown patrons, creating a neighborhood oriented facility.

How does this neighborhood quality affect the use and effectiveness of the Branch? Let's compare Tecumseh with Little Turtle, its neighbor to the west. Both branches serve approximately 20,000 people. Little Turtle's circulation in 1984, though, was over 180,000

items compared to Tecumseh's approximately 97,000 items. These usage figures support the observation that placing branches in active shopping areas -- preferably with a large grocery store nearby -- means that patrons will make much better use of their branches.

Geography

In addition to the affect of nearby shopping on branch use, we were interested to note when geographic features or travel patterns affected the use of a branch. In describing the service areas of Georgetown and Tecumseh for example, we noted how the rivers and Coliseum Boulevard tended to define the area from which borrowers were likely to come.

When we thought about the southern branches we wondered if Clinton/Lafayette Streets would act as a boundary between the areas served by Shawnee and Hessen Cassel. When we looked at the actual use patterns we saw little such boundary affect from Clinton/Lafayette Streets. Indeed, we found it difficult to describe a well defined territory for each branch. This was so because more than between any other branches in the city we saw a pattern of interchangeable use between Hessen Cassel and Shawnee.

What affect does a difficult to define border have on the use made of these two branches?

In order to answer that question let's compare Shawnee and Hessen Cassel with Little Turtle, which in our system has a high circulation indicating branch usefulness to its patrons. In so far as it is possible to determine populations served by Hessen Cassel and Shawnee, we found they serve the same size group of people as Little Turtle, approximately 20,000. The circulation generated by those populations is 121,000 in the case of Shawnee, and 133,000 in the case of Hessen Cassel. The fact that both these circulations are much less than Little Turtle's 180,000 suggests that the branches are not used as broadly as they could be.

Our understanding about the relative effectiveness of Shawnee and Hessen Cassel plus their closeness to each other convinced us that we have two branches serving one district. A district the size of Hessen Cassel's and Shawnee's service areas combined would be about the size of the Georgetown service area: about 50,000 people. Our Georgetown experience indicates that we can serve a group this size effectively. At the very least, our study shows that the library system is providing a very intensive or overlapping level of service to the patrons who use the Shawnee and Hessen Cassel Branches. As we

shall see shortly, that intensity of service is in marked contrast to the availability of service in other parts of Allen County.

Size of population

Size of population served is the final factor affecting branch use. Different sizes of populations served call for different levels of service -- but what should these sizes and levels of service be? Again, our own patterns of service suggest the answers to these questions.

We have stated that Georgetown Branch, serving about 50,000 people, has our largest circulation. It also has our broadest range of materials and services available at a branch.

Tecumseh, Shawnee, Little Tutle, and Hessen Cassel each serve populations of approximately 20,000 people with varying amounts of circulation. Waynedale, serving approximately 16,000 people with a circulation of about 148,000 and New Haven, serving about 12,000 people with a circulation of about 76,000 round out what, in our system, is the medium sized branch. The mid-sized range tells us that up to about 20,000 people form a population base to support a level of services that is less comprehensive in terms of quantity and variety of materials and services than that offered at our largest

branch.

The populations which are closely related to the remaining smaller branches are: Harlan, approximately 3,000; Woodburn, approximately 4,500; Monroeville, approximately 2,000; and Pontiac, approximately 11,000. Our pattern then, for smaller branches is to serve populations of up to 11,000 people in rural, suburban, or urban neighborhoods. The closer to a 10,000 population base and the nearer to some commerce, we reasoned, the more effective a small branch is likely to be. Branches this size should only offer the most basic and high demand materials and services.

It is important to remember that population size alone does not necessarily guarantee effective use of branch service. We also saw that the kind and intensity of commercial activity and the nearness of other library outlets also affects the use made of a branch and its effectiveness. These three factors have to be taken together in evaluating a location for a branch.

Areas not receiving branch service

At the same time that our study showed factors affecting the use of branch library services, it also showed what areas were not receiving branch service. Knowing about the unserved parts of the county is important in evaluating how accessible our service is to our entire service area.

Three significant unserved areas showed up. They are significant in terms of the size of their population and its recent growth, their relation to commercial activity, and their distance from existing branch service.

The first area is in the northeast part of the county centering around Cedarville/Leo/Grabill. This area, which includes Harlan in the southeast, has a population of between 9,000 and 10,000 people. The system currently has a branch in Harlan, but that branch in not situated to serve the majority of the people who are clustered in the northeast. Resited in the Cedarville/Leo/Grabill neighborhood a branch would be positioned to serve the population center of that area and relate to its commercial activity. The population base of approximately 10,000 is optimum for a small branch library in our system.

The second area is north of the city and includes people who live in Pine Valley and Huntertown. Depending on where one draws boundaries for this area it includes a population of between 10,000 and 20,000 people. Contrasting 1970 and 1980 census figures show this to be a growth area and yet people who live here must drive to Georgetown, Tecumseh, or Little Turtle for branch service. The pattern of service in our system indicates that the population of this area would well support a small or medium sized branch library. Pine Valley

shopping center is an example of commercial activity in this area to which a branch could relate.

The third area is in the southwest part of the county including Aboite Township. With a current population of over 17,000 people, this area is the fastest growing part of the county. The nearest branch service is either Waynedale or Little Turtle. In our system the population of this part of Allen County could well support a medium sized branch. Time Corners Shopping area is an example of commercial activity in this area to which a branch could relate.

The staff study of branch services to which we have referred in this account extended into 1984. In addition to looking at use patterns and factors affectin use, we looked at such things are staffing levels and practices, how we used our collections of library books and materials, and the sorts of things that should be included in the library collections of various sized branches.

In the fall of 1984 the Library Board hired the consulting team of Lester Stoffel and Robert Rohlf. We had spent a great deal of time and effort in the branch study which we have just described and in early efforts to interpret our data. The purpose of hiring the consultants was to share with them the information and experience we had gathered from

projects of this nature. The importance of this project made us want to be as thorough as we could be. It should be noted that our communication and the information provided to them went far beyond what happened during the several personal visits they made to Fort Wayne in the fall of 1984. The document entitled Branch Library Service Plan is the outcome of our study and our interaction with the consultants.

BOARD OF LIBRARY TRUSTEES

ALLEN COUNTY PUBLIC LIBRARY

RESPONSE TO "BRANCH LIBRARY SERVICE PLAN RECOMMENDED FOR THE ALLEN COUNTY PUBLIC LIBRARY"

28 February 1985

INTRODUCTION

In keeping with its responsibility to provide excellent library service for all the people of Allen County, the Board of Library Trustees in 1982 adopted a far-reaching Five Year Plan. Most of that plan's goals and objectives for the improvement of library service and library management have been met. In mid-1984 the Board, upon staff recommendation, engaged the consultant team of Lester Stoffel and Robert Rohlf to study and make recommendations concerning the branch library system. The study was intended to assist the Board in making decisions concerning locations and hours of service.

The consultants carried out the study in the fall of 1984. Their work was based on an extensive body of data concerning population, Library use, staffing, and traffic patterns, compiled by the Library staff. The staff work is summarized in

the document, "1983/1984 User Pattern Studies," by Sheldon B. Kaye. The consultants visited all existing branch libraries and all areas of the county not now served by branch libraries. They reviewed the staff research and conducted discussions on the operation, organization, and goals of the Library. They presented their study and recommendations to the Board in December 1984. The Board has received the report, published it, and invited public comment.

After reviewing the document thoroughly, hearing extensive public comment, receiving staff input, and discussing the issues, the Board now adopts the following statements as its formal response to the report.

LOCATIONS

The Board cannot make any decision on the consultants' recommendations for closing four branches and opening three branches without extensive additional study. The Library will continue to operate all existing branch libraries at least through 1987, assuming that levels of operating revenue now anticipated for 1986 and 1987 will be forthcoming. The Board recognizes the need for branch library services in areas of Allen County now lacking branch libraries. The Board directs the staff to develop and present by 31 October 1985 several alternative plans for the extension of branch library service.

These plans will include anticipated service levels, staffing proposals, operating costs, site acquisition and construction cost estimates, and financing alternatives.

CRITERIA FOR BRANCH SITES

The Board accepts the consultants' criteria for branch library sites. The Board recognizes that some existing branch library sites do not meet these criteria. The Board recognizes that continued operation of branches at unsuitable sites may have a long-term negative effect on the quality of library service, system-wide.

HOURS

The Board accepts the consultants' general observations concerning hours of service. The consultants have stated that the schedule of hours currently maintained is too great for the size of the staff and for the size and scope of the branch libraries. The Board directs the staff to prepare plans for the adjustment of branch hours.

STAFF WORKLOADS

The Board recognizes the substantial variances in workloads among the staffs of the branch libraries. The Board directs

the staff to prepare plans for staffing adjustments with the aim of equalizing workloads.

ORGANIZATIONAL MODEL

The consultants' recommendations for an organizational model of branch libraries closely resemble the system already in place. The Board designates Georgetown, Hessen Cassel, and Little Turtle as regional libraries; Shawnee, Waynedale, Tecumseh, and New Haven as community libraries; Harlan, Monroeville, Pontiac, and Woodburn as reading centers. The Board directs the staff to develop plans for additional productive use of this organizational structure.

BOOKMOBILES

The Board needs additional information before taking a position on the consultants' recommendation concerning bookmobile service. The Board directs the staff to present alternative plans for bookmobiles, in conjunction with alternative plans for extension of branch library services.

WEEDING OF COLLECTIONS

The Board endorses the consultants' recommendations in this area. Staff has made a commitment to remove at least 60,000

older, physically worn, outdated, or otherwise unneeded volumes from the branches by May 1985. This action will provide more current, crisp, and accessible library collections. The Board recognizes that the record-keeping difficulties accompanying this rate of weeding will remain unsolved for the immediate future. The Board will address this issue in connection with general issues of automation of other library functions.

CONCEPT OF SYSTEM COLLECTION

The Board accepts and extends the consultants' recommendations concerning a unified system-wide library book collection. The Library has begun to move toward this unification. The 1985 book budget is, in part, distributed according to system-wide needs for types of materials, rather than book budgets dedicated to specific branches or departments. Further development of this concept will be addressed in conjunction with automation planning.

CONCLUSION

The Board recognizes and understands the importance of the Allen County Public Library to the community. The Board reaffirms its commitment to the best possible library service for all the people, within the financial and human resources available. The Board recognizes its responsibility to make

decisions concerning the allocation of these limited resources. These decisions may not always please everyone, but they will be made with the best interests of the entire community in mind.

THE BOARD OF LIBRARY TRUSTEES

Rae Gates, President

Patricia Beers, Vice President

Zohrab K. Tazian, Secretary

James Ganaway, Treasurer

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Mary Koehlinger

Alan McMahan

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ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

1984-5 DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BORROW	LSCA RETROCON	PAYROLL FUND	ALL FUNDS
JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67
OCT 31	396,782.36	637.10	200.00	45,708.71	89,018.98	26,089.55	25.00	2,772.58	6,703.68	2,365.45	942.60	0.00	0.00	0.00	22,287.19	593,533.20
NOV 30	789,701.96	1,212.10	200.00	145,708.71	89,018.98	25,989.55	100.00	2,772.58	2,421.02	2,365.45	852.76	0.00	0.00	0.00	50,947.26	1,111,290.37
DEC 31	649,042.52	1,828.10	200.00	185,365.29	206,499.98	25,989.55	10.00	2,809.51	2,924.09	2,365.45	(1,049.10)	0.00	0.00	0.00	49,989.53	1,125,974.92
JAN 31	338,884.12	1,236.10	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	2,934.06	0.00	1,053.62	0.00	0.00	0.00	21,743.54	581,341.22

ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

1984-5 DATE	SUMMIT BANK	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
JAN 01	841,633.07	2,665.45	200.00	300.00		844,798.52
JAN 31	314,920.52	2,665.45	200.00	300.00		318,085.97
FEB 29	15,591.39	2,665.45	200.00	300.00	1,650.40	20,407.24
MAR 31	594,052.13	2,700.56	200.00	300.00	2,507.65	599,760.34
APR 30	848,710.03	2,700.56	200.00	300.00	1,511.65	853,422.24
MAY 31	1,123,355.05	2,700.56	200.00	70.00	1,344.10	1,127,669.71
JUN 30	829,541.32	2,736.14	200.00	50.00	1,313.65	833,841.11
JUL 31	483,064.53	2,736.14	200.00	5.00	1,040.10	487,045.77
AUG 31	159,173.62	2,736.14	200.00	75.00	1,256.10	163,440.86
SEP 30	153,844.99	2,772.58	200.00	50.00	1,292.10	158,159.67
OCT 31	589,898.52	2,772.58	200.00	25.00	637.10	593,533.20
NOV 30	1,107,005.69	2,772.58	200.00	100.00	1,212.10	1,111,290.37
DEC 31	1,121,127.31	2,809.51	200.00	10.00	1,828.10	1,125,974.92
JAN 31	577,085.61	2,809.51	200.00	10.00	1,236.10	581,341.22

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--THROUGH 31 JANUARY 1985

S/A	DESCRIPTION	1985 BUDGET	JANUARY	YEAR-TO-DATE	% TOT	V %	BALANCE	ENCUMBERED	UNENCUMBER
112	SALARIED EMPLOYEES	2,297,300.00	162,023.20	162,023.20	43.64		2,135,276.80	69,438.51	2,065,838.
115	HOURLY EMPLOYEES	503,900.00	38,028.39	38,028.39	10.24		465,871.61	16,297.88	449,573.
117	SUMMER EMPLOYEES	83,100.00	0.00	0.00	0.00		83,100.00	0.00	83,100.
119	TEMPORARY EMPLOYEES	0.00	999.36	999.36	0.27		(999.36)	428.30	(1,427.
110	TOTAL WAGES & SALARIES	2,884,300.00	201,050.95	201,050.95	54.15	7.89	2,683,249.05	86,164.69	2,597,084.
121	EMPLOYER FICA	203,000.00	20,946.30	20,946.30	5.64	(17.87)	182,053.70	7,178.63	174,875.
122	UNEMPLOYMENT COMP	8,000.00	577.00	577.00	0.16	(58.70)	7,423.00	288.00	7,135.
123	EMPLOYER PERF	103,000.00	20,684.13	20,684.13	5.57	39.74	82,315.87	0.00	82,315.
124	GROUP INSURANCE	174,200.00	10,260.24	10,260.24	2.76	152.24	163,939.76	7,688.77	156,250.
120	TOTAL BENEFITS	488,200.00	52,467.67	52,467.67	14.13	14.63	435,732.33	15,155.40	420,576.
	TOTAL PERSONAL SERVICES	3,372,500.00	253,518.62	253,518.62	68.28	9.22	3,118,981.38	101,320.09	3,017,661.
212	PRINTING SUPPLIES	30,000.00	788.46	788.46	0.21	(46.21)	29,211.54	6,077.14	23,134.
213	OFFICE STATIONERY	20,000.00	314.94	314.94	0.08	(5.09)	19,685.06	2,652.70	17,032.
210	OFFICE SUPPLIES	50,000.00	1,103.40	1,103.40	0.30	(38.61)	48,896.60	8,729.84	40,166.
221	CLEANING SUPPLIES	20,000.00	899.70	899.70	0.24	(40.83)	19,100.30	2,636.58	16,463.
222	FUEL, OIL,& LUBRICANTS	40,000.00	1,460.07	1,460.07	0.39	(83.99)	38,539.93	0.00	38,539.
223	OTHER OPERATING SUPPLIES	95,000.00	1,717.35	1,717.35	0.46	326.29	93,282.65	7,446.45	85,836.
220	OPERATING SUPPLIES	155,000.00	4,077.12	4,077.12	1.10	(63.08)	150,922.88	10,083.03	140,839.
231	BUILDING SUPPLIES	33,000.00	15.75	15.75	.00	(99.75)	32,984.25	266.43	32,717.
233	REPAIR PARTS/SUPPLIES	16,000.00	743.64	743.64	0.20	(44.87)	15,256.36	927.48	14,328.
230	MAINTENANCE SUPPLIES	49,000.00	759.39	759.39	0.20	(90.21)	48,240.61	1,193.91	47,046.
	TOTAL SUPPLIES	254,000.00	5,939.91	5,939.91	1.60	(71.17)	248,060.09	20,006.78	228,053.
311	CONSULTING SERVICES	20,000.00	195.20	195.20	0.05	(82.37)	19,804.80	0.00	19,804.
312	BUILDING SERVICES	10,000.00	1,440.00	1,440.00	0.39		8,560.00	0.00	8,560.
313	LEGAL SERVICES	4,000.00	149.50	149.50	0.04	0.00	3,850.50	0.00	3,850.
314	OTHER PROFESSIONAL	3,500.00	36.00	36.00	0.01		3,464.00	0.00	3,464.
310	PROFESSIONAL SERVICES	37,500.00	1,820.70	1,820.70	0.49	44.87	35,679.30	0.00	35,679.
321	TELECOMMUNICATIONS	80,000.00	3,192.95	3,192.95	0.86	75.34	76,807.05	0.00	76,807.
322	POSTAGE	48,000.00	196.39	196.39	0.05	(96.81)	47,803.61	0.00	47,803.
323	TRAVEL EXPENSE	13,000.00	984.32	984.32	0.27	13.50	12,015.68	0.00	12,015.
324	TRAINING & DEVELOPMENT	11,000.00	507.50	507.50	0.14	534.38	10,492.50	0.00	10,492.
325	FREIGHT	300.00	42.13	42.13	0.01	(87.91)	257.87	0.00	257.
320	COMMUNICATION SERVICES	152,300.00	4,923.29	4,923.29	1.33	(46.93)	147,376.71	0.00	147,376.
331	ADVERTISING	2,200.00	305.60	305.60	0.08	453.22	1,894.40	0.00	1,894.
332	OUTSIDE PRINTING	1,500.00	390.42	390.42	0.11		1,109.58	3,937.00	(2,827.
330	PRINTING & ADVERTISING	3,700.00	696.02	696.02	0.19	1,159.99	3,003.98	3,937.00	(933.
342	INSURANCE	38,000.00	175.00	175.00	0.05		37,825.00	0.00	37,825.
340	TOTAL INSURANCE	38,000.00	175.00	175.00	0.05		37,825.00	0.00	37,825.

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--THROUGH 31 JANUARY 1985

S/A	DESCRIPTION	1985 BUDGET	JANUARY	YEAR-TO-DATE	% TOT	V %	BALANCE	ENCUMBERED	UNENCUMBERED
351	UTILITIES-NATURAL GAS	93,000.00	9,337.50	9,337.50	2.51	(6.86)	83,662.50	0.00	83,662.50
352	UTILITIES-ELECTRIC	274,000.00	16,412.96	16,412.96	4.42	(14.92)	257,587.04	0.00	257,587.0
353	UTILITIES-WATER	7,000.00	634.20	634.20	0.17	79.55	6,365.80	0.00	6,365.8
354	WASTE DISPOSAL	7,000.00	391.37	391.37	0.11	(1.88)	6,608.63	0.00	6,608.6
350	UTILITY SERVICES	381,000.00	26,776.03	26,776.03	7.21	(10.95)	354,223.97	0.00	354,223.9
361	BUILDINGS-REPAIR	107,000.00	8,349.68	8,349.68	2.25	52.01	98,650.32	919.48	97,730.8
362	EQUIPMENT SERVICE	50,000.00	524.59	524.59	0.14	(93.35)	49,475.41	3,729.67	45,745.7
363	SERVICE ON CONTRACT	50,000.00	1,406.77	1,406.77	0.38		48,593.23	10,382.00	38,211.2
360	REPAIR & MAINTENANCE	207,000.00	10,281.04	10,281.04	2.77	(23.18)	196,718.96	15,031.15	181,687.8
371	BUILDING RENTAL	5,000.00	200.00	200.00	0.05	0.00	4,800.00	0.00	4,800.0
372	EQUIPMENT RENTAL	17,000.00	390.48	390.48	0.11	(76.61)	16,609.52	0.00	16,609.5
370	TOTAL RENT	22,000.00	590.48	590.48	0.16	(68.41)	21,409.52	0.00	21,409.5
391	DUES & MEMBERSHIPS	6,000.00	126.00	126.00	0.03		5,874.00	0.00	5,874.0
392	LOAN INTEREST	30,000.00	0.00	0.00	0.00		30,000.00	0.00	30,000.0
394	LIRF TRANSFERS	0.00	0.00	0.00	0.00		0.00	0.00	0.0
395	BINDERY SERVICES	35,000.00	2,087.49	2,087.49	0.56	52.13	32,912.51	0.00	32,912.5
396	COMPUTER SERVICES	66,000.00	889.18	889.18	0.24	(63.83)	65,110.82	0.00	65,110.8
397	PHOTOGRAPHIC SERVICES	3,000.00	81.76	81.76	0.02	229.15	2,918.24	823.26	2,094.9
398	PROPERTY TAXES	3,000.00	0.00	0.00	0.00		3,000.00	0.00	3,000.0
390	OTHER SERVICES	143,000.00	3,184.43	3,184.43	0.86	(17.40)	139,815.57	823.26	138,992.3
	OTHER SERVICES & CHARGES	984,500.00	48,446.99	48,446.99	13.05	(18.94)	936,053.01	19,791.41	916,261.6
440	FURNITURE & EQUIPMENT	50,800.00	1,658.51	1,658.51	0.45	33.14	49,141.49	43,039.73	6,101.7
451	BOOKS	776,000.00	50,537.94	50,537.94	13.61	53.27	725,462.06	93,109.55	632,352.5
452	PERIODICALS	202,900.00	7,471.13	7,471.13	2.01	(2.95)	195,428.87	0.00	195,428.8
453	NONPRINT MATERIALS	121,100.00	3,738.85	3,738.85	1.01	(49.00)	117,361.15	3,729.02	113,632.1
450	TOTAL LIBRARY MATERIALS	1,100,000.00	61,747.92	61,747.92	16.63	28.64	1,038,252.08	96,838.57	941,413.5
	TOTAL CAPITAL OUTLAYS	1,150,800.00	63,406.43	63,406.43	17.08	28.75	1,087,393.57	139,878.30	947,515.2
	TOTAL OPERATING FUND	5,761,800.00	371,311.95	371,311.95	100.00	2.65	5,390,488.05	280,996.58	5,109,491.4

ALLEN COUNTY PUBLIC LIBRARY
MISCELLANEOUS INCOME SUMMARY--1985

G/L#	S/A#	DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	YTD%	V% 1984
10	5101	BOND-AUTO EXCISE	0.00												0.00	0.00	
10	5102	BOND-PROPERTY	0.00												0.00	0.00	
10	5103	BOND-INTANGIBLES	0.00												0.00	0.00	
10	5104	BOND-OTHER	0.00												0.00	0.00	
		BOND-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10	5105	OPERATING-AUTO EXCISE	0.00												0.00	0.00	
10	5106	OPERATING-PROPERTY	0.00												0.00	0.00	
10	5107	OPERATING-INTANGIBLES	0.00												0.00	0.00	
10	5108	OPERATING-OTHER	0.00												0.00	0.00	
		OPERATING-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		LOCAL TAX REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11	5111	PHOTOCOPYING FEES	6,593.48												6,593.48	18.35	9.08
12	5121	EXTENDED USE FEES	8,881.33												8,881.33	24.71	16.23
13	5131	GRANTS	3,993.00												3,993.00	11.11	(10.63)
14	5141	PARKING LOTS	6,986.07												6,986.07	19.44	28.43
15	5151	RENT---TRI-ALSA	916.06												916.06	2.55	14.31
15	5152	RENT---SERVICE CENTER	825.00												825.00	2.30	(17.50)
15	5153	RENT---OTHER	20.00												20.00	0.06	(91.49)
		TOTAL RENT	1,761.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,761.06	4.90	(13.51)
16	5161	GIFTS-UNRESTRICTED	45.10												45.10	0.13	(14.76)
16	5162	GIFTS-GENEALOGY CLASS	0.00												0.00	0.00	
16	5163	GIFTS-RESTRICTED	0.00												0.00	0.00	(100.00)
16	5164	GIFTS-PROPERTY	0.00												0.00	0.00	
		TOTAL GIFTS	45.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.10	0.13	(46.76)
17	5171	INTEREST	5,826.59												5,826.59	16.21	(0.91)
18	5181	SUBSCRIPTION CARDS	180.00												180.00	0.50	125.00
19	5191	COX CABLE PAYMENTS	0.00												0.00	0.00	
19	5192	LINCOLN LIFE-BASE	0.00												0.00	0.00	
19	5193	MILEAGE	111.84												111.84	0.31	102.61
19	5194	ACPL PUBLICATIONS	14.00												14.00	0.04	
19	5195	RESEARCH SERVICES	483.40												483.40	1.35	
19	5196	EQUIPMENT DAMAGES	357.88												357.88	1.00	
19	5197	PAY PHONES	23.35												23.35	0.06	(22.73)
19	5198	LOST/DAMAGED MATERIAL	155.77												155.77	0.43	
19	5199	REFUNDS	291.75												291.75	0.81	
19	5201	INTERGOVERNML REVENUE	0.00												0.00	0.00	
19	5202	BOND SALE PROCEEDS	0.00												0.00	0.00	
19	5205	INSURANCE CLAIMS	0.00												0.00	0.00	
19	5300	OTHER INCOME	232.43												232.43	0.65	47.28
		TOTAL OTHER INCOME	1,670.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,670.42	4.65	586.74
		NON-TAX TOTALS	35,937.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,937.05	100.00	12.59
		TOTAL INCOME	35,937.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,937.05	100.00	12.59

CPL
EN COUNTY
BLIC LIBRARY
VEBSTER STREET
T WAYNE, INDIANA
)2: (219) 424-7241
IG ADDRESS: BOX 2270
WAYNE, INDIANA 46801

J. Ashton
irector

25 March 1985

To: All Library Board Members

From: Rick Ashton

Re: Regular Board Meeting of 28 March 1985

The Board of Library Trustees will meet in the Board Room of the Main Library at 3:00 p.m. on Thursday 28 March. The materials in this packet will help you prepare for the meeting.

Please also bring with you the copy of the automation consultants' report which was presented at the 28 February meeting, for discussion purposes.

I look forward to seeing you on Thursday.

ACPL
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FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
Director

25 March 1985

MEMO

All News Media Please Note: The public meeting originally scheduled for 7:00 p.m. on Thursday 28 March 1985 for discussion of the proposed branch library service plan has been canceled. The action of the Board of Library Trustees on 28 February, adopting a response to the plan, has made the holding of the additional meeting unnecessary.

Please inform your readers, viewers, or listeners of this cancellation.

ALLEN COUNTY
PUBLIC LIBRARY
WEBSTER STREET
T WAYNE, INDIANA
02: (219) 424-7241
NG ADDRESS: BOX 2270
WAYNE, INDIANA 46801

J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
28 March 1985
3:00 p.m.
Board Room, Main Library

1. Adoption of the agenda.

2. Approval of the minutes of the 28 February 1985 regular Board meeting.

3. Reception of the financial report of 28 February 1985.

4. Reception of the revised financial report of 31 December 1984 and adoption of a related fund transfer resolution.

5. Report of the Director.

   a. Library use through 28 February.
   b. Legislative update.
   c. Telecommunications update.
   d. Mutual Benefit Insurance rate increase.
   e. Affirmative action report.
   f. Coming attractions.
   g. Other.

6. Adoption of a resolution of thanks to Zohrab K. Tazian, President, Board of Library Trustees, 1984.

7. Appointment of standing committees for 1985. Mrs. Gates.

8. Adoption of proposed policy on moonlighting.

9. Presentation of additional information and discussion of automation consultants' report. Luana Stanley.

10. Approval of proposed change to authorized staffing table:

    #478, Housekeeper, Housekeeping Services,
    35 hours per week, salary $7,222.80.

11. Approval of the following salaried appointments:

Eugene Johnson	#430	Support Services Manager	$29,744.00
Linda Michael	#369	Readers' Services Clerk	$10,352.64
John Dalton	#446	Circulation Services, desk shift leader	$10,352.64
Sue Mungovan	#455	Circulation Services, storage shift leader	$9.630.57
McClelland Lockhard	#478	Housekeeping Services, 35 hours per week	$7,222.80.

12. Approval of payment of the following bills:

3/28/85	Accounts Payable	$62,220.43.

13. Other business.

14. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

28 March 1985

The Board of Library Trustees of the Allen County Public Library met in the Board Room of the Main Library at 3:00 p.m. on Thursday 28 March 1985. Members present: Rae Gates, Patricia Beers, Zohrab Tazian, Mary Koehlinger. Members absent: James Ganaway, Lu Ann Beaman, Alan McMahan. Mrs. Gates presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated, with the addition of the following two items:

13a. Approval of application for state funds.

13b. Approval of the sending of a letter concerning House Bill 1885 to Senators MacDonald, Sinks, Wheeler, and Worman.

2. Approval of the minutes of the 28 February 1985 regular Board meeting. The Board approved the minutes as distributed.

3. Reception of the financial report of 28 February 1985. The Board received the report as presented.

4. Reception of the revised financial report of 31 December 1984 and adoption of a related fund transfer resolution. The Board received the revised report and adopted the proposed fund transfer resolution.

5. Report of the Director.

a. Library use through 28 February. Total circulation for the month of February was 187,159, up 2.8% from February 1984. The Library closed on 13 February, losing a full day's circulation activity. There were no weather

closings in February 1984. For the first two months of the year, total circulation was 387,167, up 10% over the first two months of 1984. Main Library circulation was up 6.6%. Branch and bookmobile circulation was up 12.2%. The circulation gain leader is the Georgetown Branch, whose two-month total is 24.5% above last year. All other branches showed gains, except Monroeville, down 11.3% and Tecumseh, down 1.5%. All 5 bookmobiles have shown circulation declines in the first two months of 1985. These range from 4.1% to 20.8%. We expected that bookmobile circulation would slip temporarily after the reorganization of the bookmobile service last summer, but we have not yet begun to see a recovery.

Some statistics concerning Technical Services:

During the first two months, Acquisitions Services placed orders for 16,657 volumes, up 31% from 1984. Cataloging Services cataloged 3779 titles, up 11%. Processing Services produced and filed 48,546 catalog cards, up 68%. Record keeping associated with discarding of books: 25,379 discards handled, up 57%.

b. Legislative update. House Bill 1241 passed the Senate 48-0. Senator Sinks was the Senate sponsor. This bill can now be signed by the Governor. This opens the prospect for increased funding to public libraries, the ALSAs and INCOLSA.

House Bill 1885 is now eligible for second reading in the Senate. In the local government subcommittee of the Senate Government Affairs Committee, all provisions relating to public libraries were amended out of the bill, upon the initiative of Senator Harold Wheeler of Larwill, who represents Lake, Eel River, and Lafayette townships of Allen County.

c. Telecommunications update. Federal Communications Commission has actively been considering a proposed revised tariff from A.T.&T. relating to leased long-distance lines. These are the lines over which data transmission

by libraries is done. Both Senators Quayle and Lugar signed a letter initiated by Senator Larry Pressler, urging that the special needs of libraries be taken into account. Congressman Coats also communicated with the FCC on our behalf. Several delays have occurred. It appears, however, that the increase in the private line tariff for users in Indiana will be somewhere in the 30-50% range. This will have a major impact on the continued networking ability of Indiana libraries.

d. Mutual Benefit Insurance rate increase: 3%.

e. Affirmative Action report. This is explained on separate documents.

f. Coming attractions.

Paperback book sale on 30 March - 50¢ per pound

Film and discussion on Kurt Vonnegut - 10 April

Kurt Vonnegut visit - 17 April

National Library Week - 15-20 April

Nation of Readers Photo Contest Awards - 20 April

Volunteer Recognition Day - 23 April

Major Book Sale - 3-5 May

ILA/ILTA in Evansville - 9-11 May

ALA in Chicago - 6-10 July

g. Other. State Board of Tax Commissioners has approved additional appropriation of 44,405.

Branch related recommendations will be forthcoming in the next few months.

6. Adoption of a resolution of thanks to Zohrab K. Tazian, President, Board of Library Trustees, 1984. The Board adopted the resolution as proposed and appended it to these minutes.

7. Appointment of standing committees for 1985. Mrs. Gates appointed the following committees:

Compensation:	James Ganaway, Chairman
	Patricia Beers
	Alan McMahan
Personnel:	Mary Koehlinger, Chairman
	Zohrab Tazian
	Rae Gates
Insurance:	Lu Ann Beaman, Chairman
	Patricia Beers
	Mary Koehlinger
Policy and Automation:	Alan McMahan, Chairman
	Lu Ann Beaman
	Zohrab Tazian

8. Adoption of proposed policy on moonlighting. The Board discussed the proposed policy and referred it to the Personnel Committee for development of a recommendation.

9. Presentation of additional information and discussion of automation consultants' report. Luana Stanley presented additional information to the Board, who discussed the consultants' report, the information needs of the Board, and potential major decision issues relating to automation. The Board referred all these matters to its committee on automation for development of recommendations.

10. Approval of proposed change to authorized staffing table: #478, Housekeeper, Housekeeping Services, 35 hours per week, salary $7,222.80. The Board approved the addition of the proposed position to the authorized staffing table, with the understanding that it is one of a very limited number of part-time positions exceeding 30 hours per week, for which the Library will pay pro-rated benefits.

11. Approval of the following salaried appointments:

Eugene Johnson	#430	Support Services Manager	$29,744.00
Linda Michael	#369	Readers' Services Clerk	$10,352.64
John Dalton	#446	Circulation Services, desk shift leader	$10,352.64
Sue Mungovan	#455	Circulation Services, storage shift leader	$ 9,630.57
McClelland Lockhard	#478	Housekeeping Services, 35 hours per week	$ 7,222.80.

12. Approval of payment of the following bills: Rick Ashton certified that the list of claims presented for payment were true and correct and supported by itemized invoices or equivalent documentation. The Board approved the payment of the Accounts Payable run of claims in the amount of $321,279.38.

13. Other business.

13 a. Application for state funds. The Board approved the submission

of application to the State Board of Tax Commissioners for state funds as appropriated by the Indiana State Legislature.

13 b. The approval of communication with Senators MacDonald, Sinks, Wheeler, and Worman concerning House Bill 1885. The Board approved the sending of a letter to the four state senators, urging them to vote NO on House Bill 1885.

14. Adjournment. The Board adjourned.

BOARD OF LIBRARY TRUSTEES

ALLEN COUNTY PUBLIC LIBRARY

RESPONSE TO "BRANCH LIBRARY SERVICE PLAN RECOMMENDED FOR THE ALLEN COUNTY PUBLIC LIBRARY"

28 February 1985

INTRODUCTION

In keeping with its responsibility to provide excellent library service for all the people of Allen County, the Board of Library Trustees in 1982 adopted a far-reaching Five Year Plan. Most of that plan's goals and objectives for the improvement of library service and library management have been met. In mid-1984 the Board, upon staff recommendation, engaged the consultant team of Lester Stoffel and Robert Rohlf to study and make recommendations concerning the branch library system. The study was intended to assist the Board in making decisions concerning locations and hours of service.

The consultants carried out the study in the fall of 1984. Their work was based on an extensive body of data concerning population, Library use, staffing, and traffic patterns, compiled by the Library staff. The staff work is summarized in

the document, "1983/1984 User Pattern Studies," by Sheldon B. Kaye. The consultants visited all existing branch libraries and all areas of the county not now served by branch libraries. They reviewed the staff research and conducted discussions on the operation, organization, and goals of the Library. They presented their study and recommendations to the Board in December 1984. The Board has received the report, published it, and invited public comment.

After reviewing the document thoroughly, hearing extensive public comment, receiving staff input, and discussing the issues, the Board now adopts the following statements as its formal response to the report.

LOCATIONS

The Board cannot make any decision on the consultants' recommendations for closing four branches and opening three branches without extensive additional study. The Library will continue to operate all existing branch libraries at least through 1987, assuming that levels of operating revenue now anticipated for 1986 and 1987 will be forthcoming. The Board recognizes the need for branch library services in areas of Allen County now lacking branch libraries. The Board directs the staff to develop and present by 31 October 1985 several alternative plans for the extension of branch library service.

These plans will include anticipated service levels, staffing proposals, operating costs, site acquisition and construction cost estimates, and financing alternatives.

CRITERIA FOR BRANCH SITES

The Board accepts the consultants' criteria for branch library sites. The Board recognizes that some existing branch library sites do not meet these criteria. The Board recognizes that continued operation of branches at unsuitable sites may have a long-term negative effect on the quality of library service, system-wide.

HOURS

The Board accepts the consultants' general observations concerning hours of service. The consultants have stated that the schedule of hours currently maintained is too great for the size of the staff and for the size and scope of the branch libraries. The Board directs the staff to prepare plans for the adjustment of branch hours.

STAFF WORKLOADS

The Board recognizes the substantial variances in workloads among the staffs of the branch libraries. The Board directs

the staff to prepare plans for staffing adjustments with the aim of equalizing workloads.

ORGANIZATIONAL MODEL

The consultants' recommendations for an organizational model of branch libraries closely resemble the system already in place. The Board designates Georgetown, Hessen Cassel, and Little Turtle as regional libraries; Shawnee, Waynedale, Tecumseh, and New Haven as community libraries; Harlan, Monroeville, Pontiac, and Woodburn as reading centers. The Board directs the staff to develop plans for additional productive use of this organizational structure.

BOOKMOBILES

The Board needs additional information before taking a position on the consultants' recommendation concerning bookmobile service. The Board directs the staff to present alternative plans for bookmobiles, in conjunction with alternative plans for extension of branch library services.

WEEDING OF COLLECTIONS

The Board endorses the consultants' recommendations in this area. Staff has made a commitment to remove at least 60,000

older, physically worn, outdated, or otherwise unneeded volumes from the branches by May 1985. This action will provide more current, crisp, and accessible library collections. The Board recognizes that the record-keeping difficulties accompanying this rate of weeding will remain unsolved for the immediate future. The Board will address this issue in connection with general issues of automation of other library functions.

CONCEPT OF SYSTEM COLLECTION

The Board accepts and extends the consultants' recommendations concerning a unified system-wide library book collection. The Library has begun to move toward this unification. The 1985 book budget is, in part, distributed according to system-wide needs for types of materials, rather than book budgets dedicated to specific branches or departments. Further development of this concept will be addressed in conjunction with automation planning.

CONCLUSION

The Board recognizes and understands the importance of the Allen County Public Library to the community. The Board reaffirms its commitment to the best possible library service for all the people, within the financial and human resources available. The Board recognizes its responsibility to make

decisions concerning the allocation of these limited resources. These decisions may not always please everyone, but they will be made with the best interests of the entire community in mind.

THE BOARD OF LIBRARY TRUSTEES

Rae Gates, President

Patricia Beers, Vice President

Zohrab K. Tazian, Secretary

James Ganaway, Treasurer

Lu Ann Beaman

Mary Koehlinger

Alan McMahan

EN COUNTY
LIC LIBRARY
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2: (219) 424-7241
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. Ashton
ector

AGENDA ITEM 4
Requested Action: Receive Report and Adopt Fund Transfer Resolution

REVISED FINANCIAL REPORT 31 DECEMBER 1984

The staff audit of the 1984 accounts, performed by Douglas Lehman, has identified several minor items in need of correction. For the most part, these items represent expenses which were listed under incorrect account numbers. The adoption of the revised 31 Decmeber 1984 financial statement will reflect proper attribution of these expenditures to the proper account line.

This action also creates a deficit in line 453, the non-print materials category. In order to eliminate this deficit, the enclosed fund transfer resolution is proposed.

All of these items reflect bookkeeping adjustments as the result of staff review of bookkeeping at the end of the year. These adjustments should leave our accounting for 1984 in excellent shape, in preparation for audit by the State Board of Accounts.

DML--3/7/85

FINANCIAL STATEMENT ADJUSTMENTS
DECEMBER 31, 1984

SUBACCOUNT	MONTH	AMOUNT	NET EFFECT	FUND TRANSFER
324	FEBRUARY	1,464.00	1,464.00	NO
352	APRIL	0.30	0.00	NO
354	APRIL	(0.30)	0.00	NO
361	APRIL	442.00	0.00	NO
362	APRIL	(442.00)	0.00	NO
396	JUNE	(35.00)	(35.00)	NO
440	JULY	267.92	0.00	YES-FROM 453
453	JULY	(267.92)	0.00	YES-TO 440
TOTALS		1,429.00	1,429.00	

CERTIFICATE

I, the undersigned Zohrab K. Tazian, Secretary of the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, do hereby certify to the Auditor of Allen County that the attached is a complete transcript of the proceedings had with respect to a fund transfer resolution to correct bookkeeping discrepancies in the 31 December 1984 Operating Fund statement adopted by the Board of Library Trustees of the Allen County Public Library at a meeting held on 28 March 1985.

Dated this 28th day of March 1985.

Zohrab K. Tazian

Zohrab K. Tazian, Secretary

FUND TRANSFER RESOLUTION

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the 1984 annual budget for the various functions of the Allen County Public Library; now, therefore:

Section 1. Be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Allen County Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

Library Operating Fund	Amount Appropriated
453 Non-Print Materials	$267.92
Total	$267.92

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

Library Operating Fund	Amount Reduced
440 Furniture and Equipment	$267.92
Total	$267.92

Presented to the Board of Trustees of the Allen County Public Library, read in full, and adopted this 28th day of March 1985, by the following Aye and Nay vote.

AYE	NAY
Mary Koenigsfeld	
Zohrab K. Tazian	
Bob Reer	
Lee Fisher	

Attest: Zohrab K. Tazian
Zohrab K. Tazian, Secretary
Board of Library Trustees

AGENDA ITEM 5e
Requested Action: Receive report

During 1984 all personnel decisions and practices continued to be made in accordance with the Library's Equal Employment Opportunity and Affirmative Action policy. All decisions and practices such as recruitment, hiring, promotion, compensation, training, discipline, and privileges and conditions of employment continued to be administered without regard to race, color, religion, sex, national origin or any other non-job related characteristics of applicants and employees.

The following employment activity occurred during 1984:

New hires	82	
Whites	69.5%	
Minorities	30.5%	
Blacks		26.9%
Hispanics		2.4%
Asian/Pacific Islander		1.2%
American Indian/Aleut/Eskimo		0.0%
		30.5%

The staff of the Library on 31 December 1984 was 64.6% female and 35.4% male. Approximately 35% of the staff was over 40 years of age; 85.7% were white; 11.5%, black; 1.8%, Hispanic; .5%, Asian/Pacific Islander; and .5% American Indian/Aleut/Eskimo. Minority staff members, excluding women, made up 14.3% of the total staff.

These figures for minority employment at the Library are well above the representation of these minority groups in the population of Allen County and surrounding communities. These figures show further increase over 1983 in the positive representation of minorities on the staff of the Library.

AGENDA ITEM 5e
Supporting information*

Eligible work force by EEO category in local labor market:

	SMSA**	% of total	Allen County	% of total	ACPL staff	% of total
Labor market total	188,782	---	146,926	---	226	---
White	173,926	92.1	132,748	90.4	194	85.7
Black	10,915	5.8	10,850	7.4	26	11.5
Hispanic	2,750	1.5	2,258	1.5	4	1.8
Asian/Pacific Islander	807	.4	734	.5	1	.5
American Indian/ Aleut/Eskimo	384	.2	336	.2	1	.5

* Population statistics taken from 1980 census
** Standard Metropolitan Statistical Area includes Allen, Adams, DeKalb, and Wells counties

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. Ashton
ector

AGENDA ITEM 6

TO ZOHRAB TAZIAN

A RESOLUTION OF APPRECIATION

In appreciation for your service as President of the Board of Library Trustees of the Allen County Public Library during 1984, we, the members of the Board of Library Trustees, adopt this resolution.

We are especially grateful for your leadership in the Library's forward movement on branch system development, library automation, and development of additional funding sources. We look forward to your continued active contribution to the well-being of the Library and the Board.

Adopted and signed on 28 March 1985 and appended to the minutes of the Board.

Lu Ann Seaman

Rae Yates

Mary Kreklinger

Pat Beer

AGENDA ITEM 8
Requested Action: Adoption of Policy

15 February 1985

To: Rick J. Ashton
From: Charlene P. Holly
Re: Policy on moonlighting for consideration by the Board of Library Trustees

Policy

The Library encourages staff members to develop their professional knowledge and skills.

Because of their abilities and expertise, some staff members may want to enter into work agreements with other organizations or individuals. Where this is appropriate, staff members may serve as consultants, trainers, teachers, writers, researchers, speakers, or in other capacities.

Engagement in activity or employment of this kind will be outside a staff member's official capacity with the Allen County Public Library. Preparation of materials and presentations will be made outside scheduled work time. Staff members will pay for the cost of materials required for any outside professional activity.

All staff members engaged in any work other than work for the Library are expected to continue to perform their jobs with the Library in an excellent fashion.

Practices and procedures

Because outside professional opportunities may present a conflict of interest with a staff member's position at the Library, the staff member

will confer with the Director about the appropriateness of the proposed activity.

In all of these matters the Library will seek a path that preserves the integrity and encourages the professional growth and development of its staff members while assuring that the needs of the public served by the Library continue to be met.

Administration

The Director of the Library is responsible for the administration of this policy.

AGENDA ITEM 9
Requested Action: Receive report

WHY DO LIBRARIES AUTOMATE?

Few libraries used computers before the late 1970s. During the past few years, however, new approaches to information access, an increasingly complex information base, and rising costs have forced libraries to seek better and more cost-efficient systems for providing services. The use of computer-based systems can help libraries cope effectively with these needs.

Automation can release the library staff from many routine administrative or clerical functions. Automation cannot, however, replace the librarian.

Depending upon the size and efficiency of the current operations in a library, automation may offer opportunities for moderate to substantial cost reductions. Automation offers the possibility of expanding the level of service without a corresponding increase in staff. The major impact is new and improved patron services. Some examples:

1. The tasks of a function can be eliminated or completed more accurately, more quickly, and with increased control. Typically these tasks are clerical, routine, and repetitive in nature. For example, an automated circulation control system may all but eliminate the need for personnel to prepare overdue notices.

2. Increased demands for service can be met by improved and increased productivity with budget resources growing more slowly than demand.

3. Automation can help with the collection of data that will assist in the management of the library's resources.

4. Automation can allow a library to decide to eliminate staff positions. The end result may be reduced unit costs for a particular activity. The reduction in positions is offset to some extent by computer costs. The reduction or elimination of staff positions is actually a matter of library policy, rather than a direct result of automation.

5. Automation can help a library avoid the need for additional staff, even with increased demands for service. Use of equipment and systems rather than more staff, allows the existing staff to increase its productivity dramatically.

RECAP OF FEBRUARY BOARD PRESENTATION BY RMG CONSULTANTS

At the February 1985 meeting of the Board of Library Trustees, Dan Iddings and Rob McGee of RMG Consultants, Inc. presented the <u>Recommendations and Plans for Automated Systems and Services for</u>

Allen County Public Library. This document is the work of the staff of the Library in studying the present functions and areas at ACPL, identifying problems and analyzing the feasibility of automating them. RMG Consultants took the staff's work, applied their knowledge and expertise from the library automation field, and produced the document.

The staff and consultants recommend a plan which will lead to a fully integrated automated system, including circulation control, an online catalog, cataloging, A-V and facilities booking, acquisitions, serials control, fund accounting, interlibrary loan, information and referral, blind and physically handicapped modules, and searching external databases.

Three alternatives were studied for cost comparison purposes. Model 1 includes circulation control, an online catalog, cataloging, and A-V booking. Model 2 includes all of Model 1 plus acquisitions, serials control, and fund accounting. Model 3 includes all of Models 1 and 2 plus interlibrary loan, information and referral, blind and physically handicapped modules and searching external databases.

It was the intention of the staff and consultants to provide in Model 1 the functions most needed at ACPL and to show the relatively small additional cost necessary to add the rest of the functions. The functions provided in Model 1 are those areas at ACPL where there is the greatest concentration of labor.

It was also the intent of the staff and consultants to show that a configuration of branches in the existing form or in the proposed form would make little or no difference in the number of terminals needed or in the total cost of the system.

	Model 1	Model 2	Model 3
One-time costs			
Hard & Software	778,708	792,732	795,861
Retrocon	609,219	609,219	609,219
Site preparation	75,033	75,783	76,033
Other supplies	278,780	278,780	278,780
Labor	384,264	448,264	448,264
TOTAL	**2,126,004**	**2,204,778**	**2,208,157**
On-going monthly costs			
Maintenance	7,582	7,700	7,759
Telecommunication	502	502	502
Other	2,700	2,700	2,700
TOTAL	**10,784**	**10,902**	**10,961**
Number of terminals	101	104	105
Number of printers	52	53	54

Staff has already made extensive use of micro and other computers in different parts of the Library. The difficulties being experienced now are inevitable with small or unrelated computers: 1) There are not enough computers to satisfy demand; 2) The computers cannot "talk" to each other and therefore information cannot be shared; 3) The capacity to handle information is reaching the limits of the computer; 4) There is some dissatisfaction with the vendors' performance in those instances where we are hooked into distant databases.

Already the Library has invested in three different brands of microcomputers, Apple, Atari, and IBM PC. Staff working on the Apple computers cannot take their work to an Atari or IBM PC to complete because the software is incompatable. The LIBRIS II terminal in Acquisitions Services does not interface with the OCLC terminals in Processing Services. Staff of one department cannot take advantage of the work of the other department resulting in an great amount of duplication of effort.

Microcomputers have a limited amount of memory or capability to store and process information. As a result, it becomes necessary to upgrade to a bigger computer. It is becoming more and more obvious that ACPL has reached that condition as we buy more cards, chips, hard discs and bigger computers.

As a result of being a customer of various automation vendors, we do not have control over the results of any changes they they might decide to implement. It is difficult for staff to perform efficiently and productively in those circumstances.

For those reasons, the staff has explored the purchase of an integrated system, that is, a system which uses a common data base of information which can be shared throughout the Library.

SOME LIBRARY AUTOMATION TERMS

Database - The entire collection of files maintained in the computer system. Card catalogs, patron files, shelf lists, date due files are some examples of the files a library maintains in its database.

Hardware - All the tangible components of the computer system, including the central processing unit, disk drives, terminals, etc., as distinguished from the programs that operate the system.

Software - A set of programs, procedures and documentation concerned with the operation of a computer system.

Integrated system - The computer system which maintains one database from which all functions operate. Circulation functions, cataloging functions, acquisitions functions, online catalog functions all use the same database to operate in a library computer.

Interfaced system - The linking of two or more computers. A computer-to-computer interface links the central processing units directly. A terminal-to-computer interface links a terminal of one system to the central processing unit of another.

Agenda Item 13a
Requested action: approval of application

STATE OF INDIANA

INDIANAPOLIS, 46204

STATE BOARD OF TAX COMMISSIONERS

201 State Office Building
317/232-3761

TO: ALL LIBRARIANS

FROM: STATE BOARD OF TAX COMMISSIONERS

DATE: MARCH 20, 1985

The proposed 1985-1987 biennium budget as recommended by the Budget Committee includes an appropriation of $934,835 for Public Libraries. Although the budget has not yet been finzlied, it is in the best interest of all to proceed with the application to the State Board of Tax Commissioners for these funds.

IC 4-23-7-28 establishes a method for distributing state funds to certain library districts. Enclosed please find an application for these state funds.

Some of the provisions of this section are:

> A library district must be subject to the provisions of IC 20-14-1 or IC 20-14-6.
>
> The district must submit . . . NOT LATER THAN MAY 1. . . an application.
>
> The auditor of state shall issue the warrants . . . not later than August 1.
>
> The governing body of a public library district . . . may appropriate the funds for any purpose for which the operating fund revenues of the district may be used.
>
> A public library district that does not provide for the issuance of free library cards or for the issuance of library cards for a fee to all individuals who reside in the county in which that public library district is located, shall not be considered an eligible public library district.

Public Library Application for State Funds

o: State Board of Tax Commissioners

The Allen County Public Library
(legal name of library)

P.O. Box 2270, Fort Wayne, IN 46801
(address of library)

STATE OF INDIANA, Allen COUNTY, ss:

we hereby apply for the distribution of state funds to public libraries.

Amount of current operating budget $ 5,761,800.00

Converted to Public Library Law of 1947 yes (yes or no)

or

Adopted provisions of Public Library Law of 1947 no (yes or no)

Provides free library cards for all county residents yes (yes or no)

Provides library cards for a fee for all county residents no (yes or no)

gned by:

(MUST BE SIGNED BY MAJORITY OF LIBRARY BOARD MEMBERS)

lease return completed application by May 1, 1985, to the State Board of Tax mmissioners, Attn: Thomas A. Edwards, 201 State Office Building, Indianapolis, diana 46204.

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

IPTION	1985 BUDGET	JANUARY	FEBRUARY	YEAR-TO-DATE	% TOT	V % % BUDGE		BALANCE	ENCUMBERED	UNENCUMBERED
IED EMPLOYEES	2,297,300.00	162,023.20	161,896.44	323,919.64	46.75		14.10	1,973,380.36	80,742.67	1,892,637.69
Y EMPLOYEES	503,900.00	38,028.39	38,417.14	76,445.53	11.03		15.17	427,454.47	19,224.45	408,230.02
R EMPLOYEES	83,100.00	0.00	0.00	0.00	0.00		0.00	83,100.00	0.00	83,100.00
RARY EMPLOYEES	0.00	999.36	1,905.25	2,904.61	0.42			(2,904.61)	1,147.23	(4,051.84)
WAGES & SALARIES	2,884,300.00	201,050.95	202,218.83	403,269.78	58.20	6.79	13.98	2,481,030.22	101,114.35	2,379,915.87
YER FICA	203,000.00	20,946.30	14,388.97	35,335.27	5.10	(9.27)	17.41	167,664.73	7,165.82	160,498.91
LOYMENT COMP	8,000.00	577.00	288.00	865.00	0.12	(71.38)	10.81	7,135.00	0.00	7,135.00
YER PERF	103,000.00	20,684.13	0.00	20,684.13	2.99	39.74	20.08	82,315.87	14,508.29	67,807.58
INSURANCE	174,200.00	10,260.24	11,962.27	22,222.51	3.21	58.55	12.76	151,977.49	11,731.22	140,246.27
BENEFITS	488,200.00	52,467.67	26,639.24	79,106.91	11.42	11.75	16.20	409,093.09	33,405.33	375,687.76
RSONAL SERVICES	3,372,500.00	253,518.62	228,858.07	482,376.69	69.62	7.58	14.30	2,890,123.31	134,519.68	2,755,603.63
ING SUPPLIES	30,000.00	788.46	712.69	1,501.15	0.22	(50.99)	5.00	28,498.85	1,718.55	26,780.30
E STATIONERY	20,000.00	314.94	22.92	337.86	0.05	(82.55)	1.69	19,662.14	588.22	19,073.92
E SUPPLIES	50,000.00	1,103.40	735.61	1,839.01	0.27	(63.21)	3.68	48,160.99	2,306.77	45,854.22
ING SUPPLIES	20,000.00	899.70	865.80	1,765.50	0.25	(31.44)	8.83	18,234.50	207.15	18,027.35
OIL, & LUBRICANTS	40,000.00	1,460.07	2,275.70	3,735.77	0.54	(70.72)	9.34	36,264.23	0.00	36,264.23
SUPPLIES	95,000.00	1,717.35	6,809.84	8,527.19	1.23	30.94	8.98	86,472.81	6,539.61	79,933.20
TING SUPPLIES	155,000.00	4,077.12	9,951.34	14,028.46	2.02	(35.78)	9.05	140,971.54	6,746.76	134,224.78
ING SUPPLIES	33,000.00	15.75	207.84	223.59	0.03	(97.98)	0.68	32,776.41	271.74	32,504.67
R PARTS/SUPPLIES	16,000.00	743.64	278.47	1,022.11	0.15	(44.03)	6.39	14,977.89	905.38	14,072.51
ENANCE SUPPLIES	49,000.00	759.39	486.31	1,245.70	0.18	(90.34)	2.54	47,754.30	1,177.12	46,577.18
PPLIES	254,000.00	5,939.91	11,173.26	17,113.17	2.47	(56.94)	6.74	236,886.83	10,230.65	226,656.18
LTING SERVICES	20,000.00	195.20	44.00	239.20	0.03	(95.82)	1.20	19,760.80	0.00	19,760.80
ING SERVICES	10,000.00	1,440.00	0.00	1,440.00	0.21		14.40	8,560.00	0.00	8,560.00
SERVICES	4,000.00	149.50	0.00	149.50	0.02	0.00	3.74	3,850.50	0.00	3,850.50
PROFESSIONAL	3,500.00	36.00	148.51	184.51	0.03		5.27	3,315.49	0.00	3,315.49
SSIONAL SERVICES	37,500.00	1,820.70	192.51	2,013.21	0.29	(65.71)	5.37	35,486.79	0.00	35,486.79
OMMUNICATIONS	80,000.00	3,192.95	4,342.14	7,535.09	1.09	75.63	9.42	72,464.91	0.00	72,464.91
GE	48,000.00	196.39	5,293.78	5,490.17	0.79	(13.34)	11.44	42,509.83	0.00	42,509.83
L EXPENSE	13,000.00	984.32	0.00	984.32	0.14	11.95	7.57	12,015.68	0.00	12,015.68
ING & DEVELOPMENT	11,000.00	507.50	0.00	507.50	0.07	(71.56)	4.61	10,492.50	0.00	10,492.50
HT	300.00	42.13	0.00	42.13	0.01	(89.40)	14.04	257.87	0.00	257.87
NICATION SERVICES	152,300.00	4,923.29	9,635.92	14,559.21	2.10	6.37	9.56	137,740.79	0.00	137,740.79
TISING	2,200.00	305.60	191.70	497.30	0.07	800.25	22.60	1,702.70	0.00	1,702.70
DE PRINTING	1,500.00	390.42	56.00	446.42	0.06		29.76	1,053.58	4,715.75	(3,662.17)
ING & ADVERTISING	3,700.00	696.02	247.70	943.72	0.14	1,608.40	25.51	2,756.28	4,715.75	(1,959.47)
ANCE	38,000.00	175.00	95.00	270.00	0.04		0.71	37,730.00	0.00	37,730.00
INSURANCE	38,000.00	175.00	95.00	270.00	0.04		0.71	37,730.00	0.00	37,730.00

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

IPTION	1985 BUDGET	JANUARY	FEBRUARY	YEAR-TO-DATE	% TOT	V % % BUDGE		BALANCE	ENCUMBERED	UNENCUMBERED
TIES-NATURAL GAS	93,000.00	9,337.50	10,735.85	20,073.35	2.90	(0.24)	21.58	72,926.65	0.00	72,926.65
TIES-ELECTRIC	274,000.00	16,412.96	21,538.46	37,951.42	5.48	(2.07)	13.85	236,048.58	0.00	236,048.58
TIES-WATER	7,000.00	634.20	169.97	804.17	0.12	20.25	11.49	6,195.83	0.00	6,195.83
DISPOSAL	7,000.00	391.37	101.26	492.63	0.07	(20.19)	7.04	6,507.37	0.00	6,507.37
TY SERVICES	381,000.00	26,776.03	32,545.54	59,321.57	8.56	(1.40)	15.57	321,678.43	0.00	321,678.43
INGS-REPAIR	107,000.00	8,349.68	678.09	9,027.77	1.30	(3.21)	8.44	97,972.23	3,137.00	94,835.23
MENT SERVICE	50,000.00	524.59	4,830.01	5,354.60	0.77	(57.58)	10.71	44,645.40	2,908.68	41,736.72
CE ON CONTRACT	50,000.00	1,406.77	1,159.98	2,566.75	0.37		5.13	47,433.25	8,717.00	38,716.25
R & MAINTENANCE	207,000.00	10,281.04	6,668.08	16,949.12	2.45	(22.78)	8.19	190,050.88	14,762.68	175,288.20
ING RENTAL	5,000.00	200.00	200.00	400.00	0.06	0.00	8.00	4,600.00	200.00	4,400.00
MENT RENTAL	17,000.00	390.48	775.49	1,165.97	0.17	(44.79)	6.86	15,834.03	20.00	15,814.03
RENT	22,000.00	590.48	975.49	1,565.97	0.23	(37.66)	7.12	20,434.03	220.00	20,214.03
& MEMBERSHIPS	6,000.00	126.00	150.00	276.00	0.04	140.00	4.60	5,724.00	0.00	5,724.00
INTEREST	30,000.00	0.00	0.00	0.00	0.00		0.00	30,000.00	0.00	30,000.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
RY SERVICES	35,000.00	2,087.49	963.84	3,051.33	0.44	50.48	8.72	31,948.67	0.00	31,948.67
TER SERVICES	66,000.00	889.18	3,028.19	3,917.37	0.57	(6.03)	5.94	62,082.63	0.00	62,082.63
GRAPHIC SERVICES	3,000.00	81.76	784.80	866.56	0.13	812.84	28.89	2,133.44	0.00	2,133.44
RTY TAXES	3,000.00	0.00	0.00	0.00	0.00		0.00	3,000.00	0.00	3,000.00
SERVICES	143,000.00	3,184.43	4,926.83	8,111.26	1.17	26.61	5.67	134,888.74	0.00	134,888.74
VICES & CHARGES	984,500.00	48,446.99	55,287.07	103,734.06	14.97	(11.82)	10.54	880,765.94	19,698.43	861,067.51
TURE & EQUIPMENT	50,800.00	1,658.51	268.02	1,926.53	0.28	(30.28)	3.79	48,873.47	14,317.93	34,555.54
S	776,000.00	50,537.94	21,805.00	72,342.94	10.44	2.26	9.32	703,657.06	92,892.77	610,764.29
DICALS	202,900.00	7,471.13	2,575.41	10,046.54	1.45	(16.09)	4.95	192,853.46	1,333.45	191,520.01
INT MATERIALS	121,100.00	3,738.85	1,592.17	5,331.02	0.77	(47.41)	4.40	115,768.98	4,962.52	110,806.46
. LIBRARY MATERIAL	1,100,000.00	61,747.92	25,972.58	87,720.50	12.66	(5.53)	7.97	1,012,279.50	99,188.74	913,090.76
PITAL OUTLAYS	1,150,800.00	63,406.43	26,240.60	89,647.03	12.94	(6.24)	7.79	1,061,152.97	113,506.67	947,646.30
ERATING FUND	5,761,800.00	371,311.95	321,559.00	692,870.95	100.00	(1.22)	12.03	5,068,929.05	277,955.43	4,790,973.62

COPIES: RJA, SCF, JLH, CPH, SBK, DML(2), GAM, WLS, LKS, EHJ--11

ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

1984-5 DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BORROW	LSCA RETROCON	PAYROLL FUND	ALL FUNDS
JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67
OCT 31	396,782.36	637.10	200.00	45,708.71	89,018.98	26,089.55	25.00	2,772.58	6,703.68	2,365.45	942.60	0.00	0.00	0.00	22,287.19	593,533.20
NOV 30	789,701.96	1,212.10	200.00	145,708.71	89,018.98	25,989.55	100.00	2,772.58	2,421.02	2,365.45	852.76	0.00	0.00	0.00	50,947.26	1,111,290.37
DEC 31	649,042.52	1,828.10	200.00	185,365.29	206,499.98	25,989.55	10.00	2,809.51	2,924.09	2,365.45	(1,049.10)	0.00	0.00	0.00	49,989.53	1,125,974.92
JAN 31	338,884.12	1,236.10	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	2,934.06	0.00	1,053.62	0.00	0.00	0.00	21,743.54	581,341.22
FEB 28	46,336.65	1,374.00	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	5,382.47	0.00	(561.96)	0.00	0.00	0.00	27,875.67	295,896.61

ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

1984-5 DATE	SUMMIT BANK	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
JAN 01	841,633.07	2,665.45	200.00	300.00		844,798.52
JAN 31	314,920.52	2,665.45	200.00	300.00		318,085.97
FEB 29	15,591.39	2,665.45	200.00	300.00	1,650.40	20,407.24
MAR 31	594,052.13	2,700.56	200.00	300.00	2,507.65	599,760.34
APR 30	848,710.03	2,700.56	200.00	300.00	1,511.65	853,422.24
MAY 31	1,123,355.05	2,700.56	200.00	70.00	1,344.10	1,127,669.71
JUN 30	829,541.32	2,736.14	200.00	50.00	1,313.65	833,841.11
JUL 31	483,064.53	2,736.14	200.00	5.00	1,040.10	487,045.77
AUG 31	159,173.62	2,736.14	200.00	75.00	1,256.10	163,440.86
SEP 30	153,844.99	2,772.58	200.00	50.00	1,292.10	158,159.67
OCT 31	589,898.52	2,772.58	200.00	25.00	637.10	593,533.20
NOV 30	1,107,005.69	2,772.58	200.00	100.00	1,212.10	1,111,290.37
DEC 31	1,121,127.31	2,809.51	200.00	10.00	1,828.10	1,125,974.92
JAN 31	577,085.61	2,809.51	200.00	10.00	1,236.10	581,341.22
FEB 28	291,503.10	2,809.51	200.00	10.00	1,374.00	295,896.61

MISCELLANEOUS INCOME SUMMARY--1985.

G/L#	S/A#	DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	YTD%	V% 1984
10	5101	BOND-AUTO EXCISE	0.00	0.00											0.00	0.00	
10	5102	BOND-PROPERTY	0.00	0.00											0.00	0.00	
10	5103	BOND-INTANGIBLES	0.00	0.00											0.00	0.00	
10	5104	BOND-OTHER	0.00	0.00											0.00	0.00	
		BOND-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10	5105	OPERATING-AUTO EXCISE	0.00	0.00											0.00	0.00	
10	5106	OPERATING-PROPERTY	0.00	0.00											0.00	0.00	
10	5107	OPERATING-INTANGIBLES	0.00	0.00											0.00	0.00	
10	5108	OPERATING-OTHER	0.00	0.00											0.00	0.00	
		OPERATING-TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		LOCAL TAX REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11	5111	PHOTOCOPYING FEES	6,593.48	7,029.97											13,623.45	20.23	(8.42)
12	5121	EXTENDED USE FEES	8,881.33	7,771.11											16,652.44	24.73	14.48
13	5131	GRANTS	3,993.00	0.00											3,993.00	5.93	(49.89)
14	5141	PARKING LOTS	6,986.07	9,285.06											16,271.13	24.16	30.05
15	5151	RENT---TRI-ALSA	916.06	908.16											1,824.22	2.71	15.71
15	5152	RENT---SERVICE CENTER	825.00	825.00											1,650.00	2.45	(17.50)
15	5153	RENT---OTHER	20.00	30.00											50.00	0.07	(89.24)
		TOTAL RENT	1,761.06	1,763.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,524.22	5.23	(12.79)
16	5161	GIFTS-UNRESTRICTED	45.10	62.96											108.06	0.16	104.23
16	5162	GIFTS-GENEALOGY CLASS	0.00	0.00											0.00	0.00	(100.00)
16	5163	GIFTS-RESTRICTED	0.00	20.00											20.00	0.03	(37.11)
16	5164	GIFTS-PROPERTY	0.00	0.00											0.00	0.00	
		TOTAL GIFTS	45.10	82.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	128.06	0.19	(82.08)
17	5171	INTEREST	5,826.59	3,665.95											9,492.54	14.10	10.72
18	5181	SUBSCRIPTION CARDS	180.00	160.00											340.00	0.50	88.89
19	5191	COX CABLE PAYMENTS	0.00	0.00											0.00	0.00	
19	5192	LINCOLN LIFE-BASE	0.00	0.00											0.00	0.00	
19	5193	MILEAGE	111.84	55.20											167.04	0.25	202.61
19	5194	ACPL PUBLICATIONS	14.00	4.00											18.00	0.03	(70.00)
19	5195	RESEARCH SERVICES	483.40	391.06											874.46	1.30	
19	5196	EQUIPMENT DAMAGES	357.88	0.00											357.88	0.53	
19	5197	PAY PHONES	23.35	37.24											60.59	0.09	100.50
19	5198	LOST/DAMAGED MATERIAL	155.77	697.24											853.01	1.27	
19	5199	REFUNDS	291.75	293.79											585.54	0.87	
19	5201	INTERGOVERNML REVENUE	0.00	0.00											0.00	0.00	
19	5202	BOND SALE PROCEEDS	0.00	0.00											0.00	0.00	
19	5205	INSURANCE CLAIMS	0.00	0.00											0.00	0.00	
19	5300	OTHER INCOME	232.43	166.64											399.07	0.59	(13.29)
		TOTAL OTHER INCOME	1,670.42	1,645.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,315.59	4.92	447.43
		NON-TAX TOTALS	35,937.05	31,403.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67,340.43	100.00	5.19
		TOTAL INCOME	35,937.05	31,403.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67,340.43	100.00	5.19

APL
EN COUNTY
LIC LIBRARY
EBSTER STREET
WAYNE, INDIANA
: (219) 424-7241
ADDRESS: BOX 2270
AYNE, INDIANA 46801

Ashton
tor

28 March 1985

Senator Elmer MacDonald
Indiana State Senate
State House
Indianapolis, Indiana 46204

Dear Senator MacDonald:

At its meeting today, the Board of Library Trustees of the Allen County Public Library adopted the following statement:

We urge our Indiana State Senators to oppose House Bill 1885 in any form. This is the proposed legislation which would, in its original form, require all public libraries to submit annual budget requests and bond issue decisions to elected fiscal bodies.

We believe that the present system of appointment of library boards by elected officials and review of library budgets, levies, rates, and bond issues by the County Tax Adjustment Board and the State Board of Tax Commissioners provides an adequate and responsive system. We believe that a balance of governmental responsibility in the hands of elected and appointed officials is appropriate and within the spirit of American governmental and political traditions.

We recognize that, thanks to the efforts of Senator Wheeler, provisions relating to public libraries have been removed from House Bill 1885. We are most appreciative of this action. However, we believe that if House Bill 1885 passes in any form, the risk of reinstatement of the library-related provisions will be high.

Therefore we urge you to vote NO on House Bill 1885. We thank you for your consideration and support.

Sincerely,

Rae Gates, President
Board of Library Trustees

RG:kws

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EN COUNTY
LIC LIBRARY
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19 April 1985

To: All Library Board Members

From: Rick Ashton

Re: The 25 April Regular Board Meeting

The Board of Library Trustees will meet in regular session on Thursday 25 April at 3:00 p.m. in the basement meeting room of the New Haven Branch Library. The agenda is relatively brief and straightforward. This packet of materials is for your use in preparing for that meeting.

I look forward to seeing you on Thursday in New Haven.

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AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
25 April 1985
3:00 p.m.
Basement Meeting Room, New Haven Branch Library

1. Adoption of the agenda.

2. Approval of the minutes of the 28 March 1985 regular Board meeting.

3. Reception of the financial report of 31 March 1985.

4. Report of the Director.

   a. Library use through 31 March 1985.
   b. Legislative update.
   c. National Endowment for the Humanities Challenge Grant progress report.
   d. Progress report on Christman estate.
   e. Recent achievements and upcoming events of the Friends of the Allen County Public Library.
   f. Other.

5. Report and recommendation of the Committee on Personnel concerning proposed policies on moonlighting and nepotism.

6. Progress report of the Committee on Automation.

7. Approval of staff recommendation concerning branch library hours.

8. Appointment of Janet Hartzell as Allen County Public Library Director of the Indiana Cooperative Library Services Authority for a three-year term beginning 1 July 1985.

9. Approval of a joint promotional activity with Atz's Restaurants.

10. Approval of payment of the following bills:

4/25/85	Accounts Payable	$284,399.01.

11. Other business.

12. Adjournment.

MINUTES

Board of Library Trustees

Allen County Public Library

25 April 1985

The Board of Library Trustees of the Allen County Public Library met in regular session in the meeting room of the New Haven Branch Library at 3:00 p.m. on 25 April 1985. Members present: Rae Gates, Patricia Beers, James Ganaway, Lu Ann Beaman, Alan McMahan. Members absent: Mary Koehlinger, Zohrab Tazian. Mrs. Gates presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.

2. Approval of the minutes of the 28 March 1985 regular Board meeting. The Board approved the minutes as circulated.

3. Reception of the financial report of 31 March 1985. The Board received the report as presented.

4. Report of the Director. Rick Ashton reported on the following matters:

   a. Library use through 31 March 1985. Total circulation for the month of March was 219,820 items, up 6.1% from March 1984. Both the Main Library and the Branch and Bookmobile Division increased by the same percentage amount. For the first three months of 1985, total circulation was 606,987 items, up 8.5% over the first three months of 1984. The Main Library is up 6.4%, while the Branch and Bookmobile Division is up 10%. The number of reference questions answered during the first three months of the year was 65,051, a decrease of 13%. This puzzling development will be monitored. Continuing declines in circulation of the bookmobiles will also be monitored closely.

b. Legislative update. With the adjournment of the Indiana Legislature on 15 April, House Bill 1885, the bill which would have altered the fiscal responsibility relating to public libraries, was defeated in the Senate on the last day. On the state budgetary front, the budget took a surprising turn at the end of the session. Money formerly allocated for distribution directly to public libraries was transferred, in part, to support of the ALSAs and INCOLSA. This outcome was different from that which had been predicted, since the Governor's Office had made a commitment for increases in all these areas. The major upcoming legislative issue in the coming months will be the federal budget, which currently contains major cuts for educational and postal programs, from which the Allen County Public Library derives direct and indirect revenue.

c. National Endowment for the Humanities Challenge Grant progress report. The first distribution of $75,000 of federal money has been received, in response to the pledge made and partially paid by the Friends of the Allen County Public Library.

d. Progress report on Christman estate. One final detail remains to be cleared up concerning the possible sale of a very small oil lease interest, before the Harris Bank of Chicago will distribute the proceeds of the estate. The Allen County Public Library can expect to receive approximately $55,000 from the estate of Carol Christman, to benefit the Genealogy Department of the Library.

e. Recent achievements and upcoming events of the Friends of the Allen County Public Library. The Paperback Book Sale on 30

March, completely managed by eight Friends volunteers, disposed of more than 3000 pounds of paperback books at a price of 50¢ per pound, netting the Friends over $1600.

The visit of author Kurt Vonnegut on 17 April was a great success, drawing a crowd of more than 2000 people and stimulating excellent press and television coverage.

The major book sale will be held on 3, 4, and 5 May, and the annual meeting of the Friends will be held on 15 May.

f. Other. None.

5. Report and recommendation of the Committee on Personnel concerning proposed policies on moonlighting and nepotism. The Board approved the report and recommendation as presented by the Committee on Personnel.

6. Progress report of the Committee on Automation. Luana Stanley, Automation Project Manager, reported that the Committee had met, discussed several general issues, and set a date for its next meeting. At the May meeting of the Board of Library Trustees, the Committee expects to recommend a timetable for a series of informational and educational activities leading toward major decisions relating to automation.

7. Approval of staff recommendation concerning branch library hours. Rick Ashton presented a report on the work which had been done up to this time, but did not present a recommendation. A proposal concerning the organization of the northeast regional component of the branch system and other recommendations relating to hours will be presented at the May Board meeting.

8. Appointment of Janet Hartzell as Allen County Public Library Director of the Indiana Cooperative Library Services Authority for a three-year term beginning 1 July 1985. The Board approved the appointment as proposed.

9. Approval of a joint promotional activity with Atz's Restaurants. The Board approved the proposed joint promotional activity, under which Atz's will sponsor the appearances of Eiffel Plasterer for the closing events of the summer reading program, and also honor 5500 coupons good for free Atz's ice cream cones.

10. Approval of payment of the following bills: Rick Ashton certified that the following claims were true and correct and supported by itemized invoices or other equivalent documentation. The Board approved payment of the bills as follows:

Accounts Payable	$284,399.01.

11. Other business. Upon request of the Anthony Wayne Bank, Douglas Lehman, Financial Manager, requested passage of the following resolution:

Resolved: Rae Gates, President of the Board of Library Trustees, is hereby empowered to execute loan warrants in the name of the Allen County Public Library. For all future loan issues, the Treasurer of the Allen County Public Library, whoever that officer shall be, is authorized to execute loan warrants on behalf of the Library, after approval of the award of a loan by the Board of Library Trustees. The Board approved the resolution as proposed.

12. Adjournment. The Board adjourned.

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AGENDA ITEM 5
Requested Action: Approval of Recommendation

REPORT AND RECOMMENDATION OF THE COMMITTEE ON PERSONNEL CONCERNING PROPOSED POLICIES ON MOONLIGHTING AND NEPOTISM

The Committee on Personnel, consisting of Mary Koehlinger as Chairman, Rae Gates, and Zohrab Tazian met on 19 April 1985 to consider the proposed policies.

The proposed policy on moonlighting is the policy referred to the Committee on Personnel by the Board at the last regular meeting. The Committee recommends the adoption of the policy as originally presented to the Board.

The proposed policy on nepotism (hiring of family members of employees) is attached to this recommendation. The Committee recommends adoption of this policy.

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POLICY ON NEPOTISM

In those cases where an applicant for employment is a family member of a current staff member, the Library will consider that applicant for employment in a department other than the one in which the staff member works.

The Library will not hire family members of the Board of Library Trustees or family members of staff in positions in Grades 7 through 9.

Where other close family relationships exist within a department or division, the Library will consider each case individually and seek a resolution in the best interests of sound management practice and the concerned staff members.

April BLT

INDIANA COOPERATIVE LIBRARY SERVICES AUTHORITY

1100 WEST 42nd STREET • INDIANAPOLIS, INDIANA 46208 • Phone (317) 926-3361

April 4, 1985

TO: Rick Ashton

FROM: Secretary of INCOLSA

RE: Appointment of Directors to INCOLSA Board.

Your term as Director on the INCOLSA Board of Directors expires June 30, 1985. Please bring this matter to the attention of your governing authority in order that this office may be filled in time for the necessary documentation concerning the appointment to be received in our office no later than June 30, 1988.

Please have the Secretary of your Board sign the form set out below, noting the name of the person appointed by your Board as a Director of INCOLSA. Please return the form to:

Indiana Cooperative Library Services Authority
1100 W. 42nd Street
Indianapolis, Indiana 46208

****

CERTIFICATE

At a meeting of the governing authority of the Allen County Public Library Library, held Thursday, 25 April 1985 Janet Hartzell (Name of Director) was duly appointed a Director to the Indiana Cooperative Library Services Authority, representing our library, for a three-year term, effective July 1, 1985 through June 30, 1988.

Signed: Zohrab K. Tazian
Secretary Zohrab K. Tazian

Allen County Public Library
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AGENDA ITEM 9
Requested Action: Approval of Joint Promotional Activity

JOINT PROMOTIONAL ACTIVITY WITH ATZ'S RESTAURANT

In support of the Summer Reading Program, Atz's Restaurant has offered to sponsor the final event of the program, a series of performances by the famous bubble genius Eiffel Plasterer of Huntington, Indiana. The cost of three presentations will be $360, to be paid by Atz's. Atz's would receive promotional consideration on all advertising dealing specifically with the final events of the Summer Reading Program.

Atz's has also agreed to honor 5500 coupons for ice cream cones. The Library print shop will print the coupons, which will be distributed to each child who completes a first reading contract during the summer. These coupons will have an expiration date of 30 September 1985.

The Summer Reading Program Committee, headed by Don Fisher, manager of the Waynedale Branch Library, recommends Board approval of this proposed joint promotional activity.

CLIENT-86A CLIENT NAME - ALLEN CNTY LIBRARY A/P MONTHLY EXPENSE DISTRIBUTION EX1 DATE 04/25/85 PAGE 1 70180

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3610-460-00-	01	000019	MILLS		040885	12090			1016	150.00	150.00	*
											150.00	**
											150.00	***
											150.00	****
											150.00	*****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-1210-550-01-	01	000019	FICA		040585	12082			1008	7,214.46	7,214.46	*
											7,214.46	**
											7,214.46	***
											7,214.46	****
60-1220-420-01-	01	000019	IN EMPLOY SEC DIV		041085	12092			1018	421.07	421.07	*
											421.07	**
											421.07	***
											421.07	****
60-1230-550-01-	01	000019	PERF		041285	12109			1035	8,355.14	8,355.14	*
											8,355.14	**
											8,355.14	***
											8,355.14	****
60-1243-550-01-	01	000019	MUTUAL		040585	12086			1012	2,114.40	2,114.40	*
											2,114.40	**
											2,114.40	***
											2,114.40	****
60-1244-550-01-	01	000019	PHP		040585	12083			1009	2,818.66	2,818.66	*
											2,818.66	**
											2,818.66	***
											2,818.66	****
60-2121-441-01-	01	158402	BUTLER PAPER COMPANY	10279	032585	11777	20394			218.43		
60-2121-441-01-	01	251372	DISKEY SIGN CORPORATION	6854	032585	12004	20328			50.45		
60-2121-441-01-	01	346500	GREENWOOD SPRINGS WATER CO	4574	040285	11873	20426			10.56		
60-2121-441-01-	01	386103	HOOSIER PHOTO SUPPLIES INC	438605	031985	11615	20383			93.65		
60-2121-441-01-	01	503665	KROY INC	775503	032285	11820	20323			397.35		
60-2121-441-01-	01	503665	KROY INC	750842	012585	11967	24370			299.50		
60-2121-441-01-	01	563757	MULTIGRAPHICS	62740	031285	11393	20355			119.45		
60-2121-441-01-	01	563757	MULTIGRAPHICS	61848	031185	11394	20355			13.55		
60-2121-441-01-	01	563757	MULTIGRAPHICS	61823	031185	11392	20355			23.94		
60-2121-441-01-	01	658359	PRINTERS SUPPLY OF INDIANA	34560	032085	11338	20371			288.83		
60-2121-441-01-	01	658359	PRINTERS SUPPLY OF INDIANA	35648	040585	11882	20454			39.18		
60-2121-441-01-	01	658359	PRINTERS SUPPLY OF INDIANA	34662	032185	11963	20382			23.65		
60-2121-441-01-	01	658359	PRINTERS SUPPLY OF INDIANA	35129	032885	11851	20440			27.29		
60-2121-441-01-	01	658359	PRINTERS SUPPLY OF INDIANA	34371	031885	11620	20380			43.72		
60-2121-441-01-	01	658359	PRINTERS SUPPLY OF INDIANA	35519	040385	11881	20455			46.30	1,695.85	*
											1,695.85	**
											1,695.85	***
											1,695.85	****
60-2122-440-01-	01	227706	L DA VINCIS	42286	031385	11779	20416			23.37	23.37	*
											23.37	**
											23.37	***
											23.37	****
60-2123-420-01-	01	158402	BUTLER PAPER COMPANY	9089	030585	11492	20243			358.87		
60-2123-420-01-	01	158402	BUTLER PAPER COMPANY	9173	030585	11491	20243			530.80		

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-2123-420-01-	01	158402	BUTLER PAPER COMPANY	10775	032985	11900	20373			233.94	1,123.61	*
											1,123.61	**
											1,123.61	***
60-2123-441-01-	01	158402	BUTLER PAPER COMPANY	9368	030685	11381	20320			50.61		
60-2123-441-01-	01	158402	BUTLER PAPER COMPANY	11034	032985	11868	20451			409.20		
60-2123-441-01-	01	178209	CARPENTER PAPER OF INDIANA	20886	012885	11365	20163			375.60		
60-2123-441-01-	01	178209	CARPENTER PAPER OF INDIANA	21629	030485	00016	20163			379.25-		
60-2123-441-01-	01	178209	CARPENTER PAPER OF INDIANA	21137	020685	11364	20163			235.25		
60-2123-441-01-	01	178209	CARPENTER PAPER OF INDIANA	22282	040385	11870	20457			228.46		
60-2123-441-01-	01	178209	CARPENTER PAPER OF INDIANA	21991	032185	11612	20332			1,097.64		
60-2123-441-01-	01	178209	CARPENTER PAPER OF INDIANA	21016	013185	11366	20163			250.31	2,267.82	*
											2,267.82	**
											2,267.82	***
											3,391.43	****
60-2124-452-01-	01	850365		208838	032185	12059	20353			30.72	30.72	*
											30.72	**
											30.72	***
60-2124-453-01-	01	850365		208838	032185	12059	20353			18.81	18.81	*
											18.81	**
											18.81	***
60-2124-454-01-	01	850365		208838	032185	12059	20353			25.84	25.84	*
											25.84	**
											25.84	***
60-2124-455-01-	01	850365		208838	032185	12059	20353			34.87	34.87	*
											34.87	**
											34.87	***
60-2124-456-01-	01	850365		208838	032185	12059	20353			27.03	27.03	*
											27.03	**
											27.03	***
60-2124-457-01-	01	850365		208838	032185	12059	20353			22.96	22.96	*
											22.96	**
											22.96	***
60-2124-460-01-	01	850365		208838	032185	12059	20353			30.72	30.72	*
											30.72	**
											30.72	***
60-2124-461-01-	01	850365		208838	032185	12059	20353			18.63	18.63	*
											18.63	**
											18.63	***
60-2124-462-01-	01	850365		208838	032185	12059	20353			14.97	14.97	*
											14.97	**
											14.97	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-2124-480-01-	01	019801	AMERICAN LIBRARY ASSOCIATION	65408	012685	11377	20208			87.11	87.11	*
											87.11	**
											87.11	***
60-2124-550-01-	01	420131	SUMMER READING PROGRAM			11888	20459			472.00	472.00	*
											472.00	**
											472.00	***
											783.66	****
60-2131-502-01-	01	158402	BUTLER PAPER COMPANY	10183	031985	11611	20329			356.00	356.00	*
											356.00	**
											356.00	***
60-2131-550-01-	01	158402	BUTLER PAPER COMPANY	10183	031985	11611	20329			296.25	296.25	*
											296.25	**
											296.25	***
											652.25	****
60-2132-400-01-	01	029084	RICK J ASHTON		031585	11937				4.00	4.00	*
											4.00	**
											4.00	***
60-2132-485-01-	01	722707	SHREX OF FORT WAYNE	20399	030185	11404	20189			24.12	24.12	*
											24.12	**
											24.12	***
60-2132-520-01-	01	722707	SHREX OF FORT WAYNE	23595	040185	12057	20350			.88	.88	*
											.88	**
											.88	***
60-2132-550-01-	01	155926	BUSINESS EQUIPMENT CO INC	79385	032585	11609	20392			34.91		
60-2132-550-01-	01	155926	BUSINESS EQUIPMENT CO INC	78579	030885	11610	20330			90.80		
60-2132-550-01-	01	155926	BUSINESS EQUIPMENT CO INC	78578	030885	00015				165.50-		
60-2132-550-01-	01	155926	BUSINESS EQUIPMENT CO INC	78550	030685	11836	20436			241.30		
60-2132-550-01-	01	722707	SHREX OF FORT WAYNE	20399	030185	11404	20189			53.28		
60-2132-550-01-	01	722707	SHREX OF FORT WAYNE	22419	032285	12056	20350			32.13		
60-2132-550-01-	01	722707	SHREX OF FORT WAYNE	23595	040185	12057	20350			49.35		
60-2132-550-01-	01	787051	TAYLOR MARTIN PAPERS INC	9685	011885	11348	20154			24.80		
60-2132-550-01-	01	787051	TAYLOR MARTIN PAPERS INC	14447	031385	11347	20154			117.92		
60-2132-550-01-	01	787051	TAYLOR MARTIN PAPERS INC	12769	022285	11346	20154			368.10	847.09	*
											847.09	**
											847.09	***
											876.09	****
60-2211-504-01-	01	297003	FISHER BROS PAPER COMPANY	40244	040385	11872	20433			25.06	25.06	*
											25.06	**
											25.06	***
											25.06	****
60-2212-504-01-	01	029084	RICK J ASHTON		031585	11937				4.27		
60-2212-504-01-	01	400955	H P CHEMICAL PRODUCTS CORP	270877	030685	11384	20201			46.20		

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-2212-504-01-	01	801909	TIGER PRODUCTS INC	F03060	031584	11342	20344			798.60	849.07	*
											849.07	**
											849.07	***
											849.07	****
60-2214-504-01-	01	611557	OXFORD CHEMICALS INC	309391	020785	11452	20324			52.75		
60-2214-504-01-	01	772208	SUPERIOR SANITARY SUPPLY INC	21540	030785	11408	20331			30.00		
60-2214-504-01-	01	772208	SUPERIOR SANITARY SUPPLY INC	21963	032285	11621	20366			25.90	108.65	*
											108.65	**
											108.65	***
											108.65	****
60-2221-460-01-	01	331651	GENERAL PETROLEUM	24317	041185	11906				338.53		
60-2221-460-01-	01	331651	GENERAL PETROLEUM	23347	011485	11613				236.30		
60-2221-460-01-	01	331651	GENERAL PETROLEUM	24199	031185	11499				266.60		
60-2221-460-01-	01	331651	GENERAL PETROLEUM	25988	021885	11905				390.31		
60-2221-460-01-	01	336602	GENERAL TELEPHONE COMPANY OF	25988	021885	10849				390.31-	841.43	*
											841.43	**
											841.43	***
											841.43	****
60-2222-507-01-	01	029084	RICK J ASHTON		031585	11937				2.89	2.89	*
											2.89	**
											2.89	***
											2.89	****
60-2223-504-01-	01	000019	MASK		041085	12094			1020	5.00	5.00	*
											5.00	**
											5.00	***
60-2223-505-01-	01	029084	RICK J ASHTON		031585	11937				9.87	9.87	*
											9.87	**
											9.87	***
											14.87	****
60-2224-506-01-	01	312460	FORTMEYER'S TRUCK STOP INC		040385	11919				100.32		
60-2224-506-01-	01	341568	GEORGETOWN SHELL		033185	11920				362.58		
60-2224-506-01-	01	623709	PHILLIPS PETROLEUM COMPANY		040285	11923				568.19	1,031.09	*
											1,031.09	**
											1,031.09	***
60-2224-507-01-	01	623709	PHILLIPS PETROLEUM COMPANY		030485	11399				882.76	882.76	*
											882.76	**
											882.76	***
											1,913.85	****
60-2231-452-01-	01	158402	BUTLER PAPER COMPANY	9555	031185	11493	20289			231.50	231.50	*
											231.50	**
											231.50	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-2231-454-01-	01	158402	BUTLER PAPER COMPANY	9555	031185	11493	20289			231.50	231.50	*
											231.50	**
											231.50	***
60-2231-481-01-	01	158402	BUTLER PAPER COMPANY	9555	031185	11493	20289			231.50	231.50	*
											231.50	**
											231.50	***
60-2231-482-01-	01	158402	BUTLER PAPER COMPANY	9555	031185	11493	20289			231.50	231.50	*
											231.50	**
											231.50	***
60-2231-550-01-	01	678155	REM-RAND OF FORT WAYNE INC	27933	040385	12055	20375			3,532.30		
60-2231-550-01-	01	787051	TAYLOR MARTIN PAPERS INC	9685	011885	11348	20154			459.00	3,991.30	*
											3,991.30	**
											3,991.30	***
											4,917.30	****
60-2232-400-01-	01	678155	REM-RAND OF FORT WAYNE INC	27799	032185	11962	20370			464.19	464.19	*
											464.19	**
											464.19	***
60-2232-550-01-	01	678155	REM-RAND OF FORT WAYNE INC	27945	040485	12054	23075			1,193.00	1,193.00	*
											1,193.00	**
											1,193.00	***
											1,657.19	****
60-2233-550-01-	01	059404	BAKER & TAYLOR COMPANY			11595				282.60		
60-2233-550-01-	01	059404	BAKER & TAYLOR COMPANY			12066				12.00		
60-2233-550-01-	01	069302	BAKER & TAYLOR COMPANY			11596				325.20		
60-2233-550-01-	01	069302	BAKER & TAYLOR COMPANY			12067				143.40	763.20	*
											763.20	**
											763.20	***
											763.20	****
60-2235-433-01-	01	410853	INDIANA COOPERATIVE LIBRARY	13259	031885	11616				826.40	826.40	*
											826.40	**
											826.40	***
											826.40	****
60-2236-410-01-	01	574201	NATIONAL DATA PRODUCTS INC	684	032685	11878	20387			15.58		
60-2236-410-01-	01	574201	NATIONAL DATA PRODUCTS INC	1045	032885	11879	20387			167.70	183.28	*
											183.28	**
											183.28	***
60-2236-420-01-	01	212857	COMPUTERLAND	2160	030785	11497	20326			18.00		
60-2236-420-01-	01	722707	SHREX OF FORT WAYNE	21839	032185	11964	20211			10.99	28.99	*
											28.99	**
											28.99	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-2236-520-01-	01	574201	NATIONAL DATA PRODUCTS INC	684	032685	11878	20387			15.58	15.58	*
											15.58	**
											15.58	***
60-2236-550-01-	01	574201	NATIONAL DATA PRODUCTS INC	1045	032885	11879	20387			17.85		
60-2236-550-01-	01	574201	NATIONAL DATA PRODUCTS INC	47983	030585	11397	20284			33.55		
60-2236-550-01-	01	574201	NATIONAL DATA PRODUCTS INC	47972	030585	11396	20284			424.00		
60-2236-550-01-	01	574201	NATIONAL DATA PRODUCTS INC	684	032685	11878	20387			15.59	490.99	*
											490.99	**
											490.99	***
											718.84	****
60-2237-483-01-	01	632368	PIXELLITE COMPUTER PRODUCTS	6961	022285	11455	20209			22.95	22.95	*
											22.95	**
											22.95	***
											22.95	****
60-2238-484-01-	01	590908	N M INDUSTRIES INC	1439	030585	11398	20308			126.37	126.37	*
											126.37	**
											126.37	***
											126.37	****
60-2240-452-01-	01	079200	BELMONT STORES		040385	11865	20431			50.77	50.77	*
											50.77	**
											50.77	***
60-2240-454-01-	01	836559	UNITED SUPPLY CO INC	36082	032885	11814	20400			41.61	41.61	*
											41.61	**
											41.61	***
60-2240-456-01-	01	381764	HOBBY TOWN INC	2739	031985	11614	20356			16.94		
60-2240-456-01-	01	381764	HOBBY TOWN INC	2731	030585	11450	20306			14.83	31.77	*
											31.77	**
											31.77	***
60-2240-460-01-	01	381764	HOBBY TOWN INC	2730	030585	11449	20304			15.21	15.21	*
											15.21	**
											15.21	***
60-2240-461-01-	01	696323	SES ARTS AND CRAFTS	771845	030685	11403	20285			27.81		
60-2240-461-01-	01	777153	TARGET			11885	20430			8.91		
60-2240-461-01-	01	777153	TARGET		032885	11810	20414			8.13	44.85	*
											44.85	**
											44.85	***
60-2240-462-01-	01	836559	UNITED SUPPLY CO INC	36663	040885	00013				13.54-		
60-2240-462-01-	01	836559	UNITED SUPPLY CO INC	36131	040585	11886	20460			46.80	33.26	*
											33.26	**
											33.26	***
60-2240-483-01-	01	086622	BELMONT WHOLESALE CO INC		031185	11448	20341			6.28		

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-2240-483-01-	01	545120	MARK & ALTA MCNEAL		031485	11736	20367			7.50	13.78	*
											13.78	**
											13.78	***
											231.25	****
60-2242-481-01-	01	534609	MAJOR VIDEO CONCEPTS INC	93540	031585	11619	20347			384.62	384.62	*
											384.62	**
											384.62	***
											384.62	****
60-2243-400-01-	01	029084	RICK J ASHTON		031585	11937				8.74	8.74	*
											8.74	**
											8.74	***
60-2243-420-01-	01	625248	PHOTO SCREEN SERVICE INC	11569	031585	11294	20263			172.80	172.80	*
											172.80	**
											172.80	***
60-2243-421-01-	01	677531	NORA D REED	6650	031585	12052	20349			288.64		
60-2243-421-01-	01	677531	NORA D REED	6652	032085	12053	20349			71.52		
60-2243-421-01-	01	677531	NORA D REED	6651	032885	11959	20349			430.17	790.33	*
											790.33	**
											790.33	***
60-2243-485-01-	01	425702	INDIANA STAMP & SEAL COMPANY	88113	031185	11385	20354			18.75	18.75	*
											18.75	**
											18.75	***
60-2243-501-01-	01	722707	SHREX OF FORT WAYNE	22420	032585	12058	20350			4.56		
60-2243-501-01-	01	722707	SHREX OF FORT WAYNE	23595	040185	12057	20350			15.96	20.52	*
											20.52	**
											20.52	***
60-2243-503-01-	01	425702	INDIANA STAMP & SEAL COMPANY	88113	031185	11385	20354			3.10	3.10	*
											3.10	**
											3.10	***
60-2243-505-01-	01	707856	THE SCHAFER COMPANY INC	6172	032985	11883	20402			34.02	34.02	*
											34.02	**
											34.02	***
											1,048.26	****
60-2315-481-01-	01	707856	THE SCHAFER COMPANY INC	5305	031585	11340	20343			3.77	3.77	*
											3.77	**
											3.77	***
60-2315-505-01-	01	491292	KML INC	4583	022885	11451	20288			88.54		
60-2315-505-01-	01	707856	THE SCHAFER COMPANY INC	5305	031585	11340	20343			11.94		
60-2315-505-01-	01	707856	THE SCHAFER COMPANY INC	5778	032285	12060	20368			37.82		
60-2315-505-01-	01	707856	THE SCHAFER COMPANY INC		041085	00018	20368			5.40-		

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-2315-505-01-	01	876151	WESTINGHOUSE ELECTRIC SUPPLY	280883	030785	11343	20295			156.78	289.68	*
											289.68	**
											289.68	***
60-2315-540-01-	01	689742	RODDOCKER'S LOCK AND KEY	11319	031385	11752	20339			3.80	3.80	*
											3.80	**
											3.80	***
											297.25	****
60-2332-453-01-	01	096520	G W BERKHEIMER CO INC	64152	030485	11380	20303			103.62	103.62	*
											103.62	**
											103.62	***
60-2332-505-01-	01	096520	G W BERKHEIMER CO INC	66088	040285	11866	20419			3.26		
60-2332-505-01-	01	627410	PIPE GASKET & SUPPLY CO INC	5660	022885	11453	20325			44.10	47.36	*
											47.36	**
											47.36	***
60-2332-540-01-	01	076732	BEARINGS, INC.	64424	030785	11379	20290			25.73		
60-2332-540-01-	01	096520	G W BERKHEIMER CO INC	65838	032885	11867	20398			56.28		
60-2332-540-01-	01	459887	JOHNS EQUIPMENT CO	521	032185	11889	20172			329.15		
60-2332-540-01-	01	627410	PIPE GASKET & SUPPLY CO INC	5658	022785	11454	22077			12.60		
60-2332-540-01-	01	650927	POWER PLANT SERVICE INC	10281	022885	11337	20278			15.00		
60-2332-540-01-	01	712809	H J SCHROEDER CO INC	125934	040485	11884	20422			12.49		
60-2332-540-01-	01	865001	WAYNE PIPE & SUPPLY CO	740963	032685	12035	20389			157.41	608.66	*
											608.66	**
											608.66	***
											759.64	****
60-2334-483-01-	01	163368	BYTREX INC	3154	030685	11494				19.95	19.95	*
											19.95	**
											19.95	***
											19.95	****
60-2337-486-01-	01	792004	THALNER ELECTRONIC	60576	032785	11856	20420			277.18	277.18	*
											277.18	**
											277.18	***
											277.18	****
60-2338-540-01-	01	564303	V R MYERS	198107	032585	11802	20364			41.15	41.15	*
											41.15	**
											41.15	***
											41.15	****
60-2617-550-01-	01	029084	RICK J ASHTON		031585	11937				12.00	12.00	*
											12.00	**
											12.00	***
											12.00	****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/D	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3112-520-01-	01	685267	RMG CONSULTANTS INC	85-120	031185	11958				2,998.95	2,998.95	*
											2,998.95	**
											2,998.95	***
											2,998.95	****
60-3113-455-01-	01	472727	KELLY SERVICES INC	163127	032985	11927				254.00	254.00	*
											254.00	**
											254.00	***
60-3113-460-01-	01	472727	KELLY SERVICES INC	163119	032985	11926				41.28	41.28	*
											41.28	**
											41.28	***
60-3113-502-01-	01	472727	KELLY SERVICES INC	163101	032985	11928				144.00	144.00	*
											144.00	**
											144.00	***
60-3113-504-01-	01	472727	KELLY SERVICES INC	439015	032285	11329				136.35		
60-3113-504-01-	01	472727	KELLY SERVICES INC	442273	032985	11912				136.35		
60-3113-504-01-	01	472727	KELLY SERVICES INC	426602	030885	11331				101.00		
60-3113-504-01-	01	472727	KELLY SERVICES INC	440394	031585	11800				176.75		
60-3113-504-01-	01	535834	MANPOWER OF FORT WAYNE	907986	022485	11333				5.51		
60-3113-504-01-	01	535834	MANPOWER OF FORT WAYNE	907916	021785	11334				264.49	820.45	*
											820.45	**
											820.45	***
60-3113-506-01-	01	472727	KELLY SERVICES INC	442281	032985	11911				126.25		
60-3113-506-01-	01	472727	KELLY SERVICES INC	439023	032285	11330				121.20		
60-3113-506-01-	01	472727	KELLY SERVICES INC	440402	031585	11801				101.00	348.45	*
											348.45	**
											348.45	***
											1,608.18	****
60-3114-452-01-	01	539473	MATSON CONSULTING ENGINEERS		030185	11661				178.23	178.23	*
											178.23	**
											178.23	***
60-3114-540-01-	01	539473	MATSON CONSULTING ENGINEERS		030185	11661				1,050.00	1,050.00	*
											1,050.00	**
											1,050.00	***
											1,228.23	****
60-3123-452-01-	01	024759	AMERICAN SECURITY		032885	11775				142.00	142.00	*
											142.00	**
											142.00	***
60-3123-454-01-	01	024759	AMERICAN SECURITY		032885	11775				142.00	142.00	*
											142.00	**
											142.00	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3123-455-01-	01	024759	AMERICAN SECURITY		032885	11775				142.00	142.00	*
											142.00	**
											142.00	***
60-3123-458-01-	01	024759	AMERICAN SECURITY		032885	11775				142.00	142.00	*
											142.00	**
											142.00	***
60-3123-459-01-	01	024759	AMERICAN SECURITY		032885	11775				142.00	142.00	*
											142.00	**
											142.00	***
60-3123-460-01-	01	024759	AMERICAN SECURITY		032885	11775				142.00	142.00	*
											142.00	**
											142.00	***
60-3123-461-01-	01	024759	AMERICAN SECURITY		032885	11775				142.00	142.00	*
											142.00	**
											142.00	***
											994.00	****
60-3211-453-01-	01	336602	GENERAL TELEPHONE COMPANY OF		040485	11944				50.14	50.14	*
											50.14	**
											50.14	***
60-3211-454-01-	01	336602	GENERAL TELEPHONE COMPANY OF		040485	11907				184.07	184.07	*
											184.07	**
											184.07	***
60-3211-455-01-	01	336602	GENERAL TELEPHONE COMPANY OF		040485	11785				49.39	49.39	*
											49.39	**
											49.39	***
60-3211-456-01-	01	336602	GENERAL TELEPHONE COMPANY OF		040485	11943				50.31	50.31	*
											50.31	**
											50.31	***
60-3211-457-01-	01	336602	GENERAL TELEPHONE COMPANY OF		040485	11942				49.52	49.52	*
											49.52	**
											49.52	***
60-3211-461-01-	01	336602	GENERAL TELEPHONE COMPANY OF		040485	11786				132.52	132.52	*
											132.52	**
											132.52	***
60-3211-462-01-	01	336602	GENERAL TELEPHONE COMPANY OF		040485	11908				49.40	49.40	*
											49.40	**
											49.40	***
60-3211-540-01-	01	336602	GENERAL TELEPHONE COMPANY OF		041085	11925				1,896.87	1,896.87	*
											1,896.87	**
											1,896.87	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3211-550-01-	01	336602	GENERAL TELEPHONE COMPANY OF		040485	11787				175.05		
60-3211-550-01-	01	336602	GENERAL TELEPHONE COMPANY OF		041085	11924				47.85	222.90	*
											222.90	**
											222.90	***
											2,685.12	****
60-3213-454-01-	01	336602	GENERAL TELEPHONE COMPANY OF		040485	11907				4.65	4.65	*
											4.65	**
											4.65	***
60-3213-540-01-	01	336602	GENERAL TELEPHONE COMPANY OF		041085	11925				407.40	407.40	*
											407.40	**
											407.40	***
											412.05	****
60-3215-431-01-	01	029718	AT&T COMMUNICATIONS		030185	11378				654.96		
60-3215-431-01-	01	029718	AT&T COMMUNICATIONS		040185	11863				654.96		
60-3215-431-01-	01	071781	BAKER & TAYLOR COMPANY	10470	030185	11827				11.99		
60-3215-431-01-	01	336602	GENERAL TELEPHONE COMPANY OF		032285	11784				3.10	1,325.01	*
											1,325.01	**
											1,325.01	***
											1,325.01	****
60-3217-410-01-	01	336602	GENERAL TELEPHONE COMPANY OF		041085	11925				18.76	18.76	*
											18.76	**
											18.76	***
											18.76	****
60-3219-540-01-	01	336602	GENERAL TELEPHONE COMPANY OF		041085	11925				59.40	59.40	*
											59.40	**
											59.40	***
											59.40	****
60-3221-503-01-	01	029084	RICK J ASHTON		031585	11937				5.34		
60-3221-503-01-	01	826650	UNITED PARCEL SERVICE		041385	11929				53.67		
60-3221-503-01-	01	826650	UNITED PARCEL SERVICE	431563	031685	11410				27.49	86.50	*
											86.50	**
											86.50	***
											86.50	****
60-3222-433-01-	01	410853	INDIANA COOPERATIVE LIBRARY	13259	031885	11616				36.64	36.64	*
											36.64	**
											36.64	***
60-3222-503-01-	01	826650	UNITED PARCEL SERVICE		040685	11915				39.03		
60-3222-503-01-	01	826650	UNITED PARCEL SERVICE		033085	11812				60.45	99.48	*
											99.48	**
											99.48	***
											136.12	****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3232-480-01-	01	000019	ND IN TELE ASSN		040185	12073			1003	15.00	15.00	*
											15.00	**
											15.00	***
60-3232-486-01-	01	000019	PROMOTING USE CABLE		040185	12078			1004	60.00		
60-3232-486-01-	01	000019	PROMOTING USE CABLE		040185	12078			1004	120.00	180.00	*
											180.00	**
											180.00	***
											195.00	****
60-3234-420-01-	01	000019	GOWEAY		041185	12097			1023	173.56	173.56	*
											173.56	**
											173.56	***
											173.56	****
60-3241-410-01-	01	000019	SC BUS ALUMNI		041285	12099			1025	55.00	55.00	*
											55.00	**
											55.00	***
60-3241-480-01-	01	000019	HOLIDAY INN		040185	12079			1005	36.00		
60-3241-480-01-	01	000019	ND IN TELE ASSN		040185	12073			1003	70.00	106.00	*
											106.00	**
											106.00	***
60-3241-484-01-	01	000019	IN HISTORICAL SOC		041085	12093			1019	35.00	35.00	*
											35.00	**
											35.00	***
60-3241-486-01-	01	000019	HOLIDAY INN		040185	12079			1005	72.00	72.00	*
											72.00	**
											72.00	***
											268.00	****
60-3251-400-01-	01	293008	FEDERAL EXPRESS	41728	041085	11904				70.00	70.00	*
											70.00	**
											70.00	***
											70.00	****
60-3311-420-01-	01	019801	AMERICAN LIBRARY ASSOCIATION	73327	031885	11833				144.00		
60-3311-420-01-	01	019801	AMERICAN LIBRARY ASSOCIATION	73332	031885	11834				116.00		
60-3311-420-01-	01	313084	FROST ILLUSTRATED		032785	11783				12.00	272.00	*
											272.00	**
											272.00	***
											272.00	****
60-3313-440-01-	01	311855	FORT WAYNE NEWSPAPERS INC	37949	033085	11918				94.95	94.95	*
											94.95	**
											94.95	***
											94.95	****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3321-420-01-	01	821705	TYPOGRAPHIC COMPOSITORS INC		030885	11409	20361			42.00	42.00	*
											42.00	**
											42.00	***
60-3321-440-01-	01	004952	ALEXANDER TYPESETTING INC	775	021285	11374	20362			42.00		
60-3321-440-01-	01	004952	ALEXANDER TYPESETTING INC	823	021985	11375				64.00		
60-3321-440-01-	01	004952	ALEXANDER TYPESETTING INC	773	021285	11376	20362			23.00		
60-3321-440-01-	01	440558	INSTANT COPY OF INDIANA INC	73155	030585	11388	20363			30.00		
60-3321-440-01-	01	440558	INSTANT COPY OF INDIANA INC	71733	022885	11386	20337			5.00		
60-3321-440-01-	01	440558	INSTANT COPY OF INDIANA INC	73143	031485	11389	20360			10.00		
60-3321-440-01-	01	440558	INSTANT COPY OF INDIANA INC	74209	032785	11794	20415			5.00		
60-3321-440-01-	01	440558	INSTANT COPY OF INDIANA INC	74958	040985	11953	20438			7.00		
60-3321-440-01-	01	440558	INSTANT COPY OF INDIANA INC	72478	030665	11387	20337			7.00		
60-3321-440-01-	01	440558	INSTANT COPY OF INDIANA INC	72794	031285	11390	20360			4.00		
60-3321-440-01-	01	440558	INSTANT COPY OF INDIANA INC	74579	040385	11952	20438			6.00		
60-3321-440-01-	01	440558	INSTANT COPY OF INDIANA INC	73632	032185	11617	20381			10.00	213.00	*
											213.00	**
											213.00	***
60-3321-487-01-	01	821705	TYPOGRAPHIC COMPOSITORS INC		032285	11858	20417			62.00	62.00	*
											62.00	**
											62.00	***
60-3321-510-01-	01	856355	WALLACE COMPUTER SERVICES	581404	032685	11916	1187			839.72	839.72	*
											839.72	**
											839.72	***
60-3321-550-01-	01	612103			032585	11850	20429			67.40	67.40	*
											67.40	**
											67.40	***
											1,224.12	****
60-3511-454-01-	01	603902	NORTHERN INDIANA PUBLIC			11804				464.30	464.30	*
											464.30	**
											464.30	***
60-3511-455-01-	01	603902	NORTHERN INDIANA PUBLIC			11849				117.60	117.60	*
											117.60	**
											117.60	***
60-3511-457-01-	01	603902	NORTHERN INDIANA PUBLIC			11955				48.98		
60-3511-457-01-	01	603902	NORTHERN INDIANA PUBLIC			11336				101.87	150.85	*
											150.85	**
											150.85	***
60-3511-458-01-	01	603902	NORTHERN INDIANA PUBLIC			11335				283.14	283.14	*
											283.14	**
											283.14	***
60-3511-459-01-	01	603902	NORTHERN INDIANA PUBLIC			11803				377.96	377.96	*
											377.96	**
											377.96	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3511-461-01-	01	603902	NORTHERN INDIANA PUBLIC			11706				1,024.24	1,024.24	*
											1,024.24	**
											1,024.24	***
60-3511-462-01-	01	598968	NORTHERN INDIANA FUEL &	050285		11930				57.50		
60-3511-462-01-	01	598968	NORTHERN INDIANA FUEL &		033185	11324				65.03	122.53	*
											122.53	**
											122.53	***
60-3511-540-01-	01	603902	NORTHERN INDIANA PUBLIC			11371				124.76		
60-3511-540-01-	01	603902	NORTHERN INDIANA PUBLIC			11956				5,249.03		
60-3511-540-01-	01	603902	NORTHERN INDIANA PUBLIC			11370				7,789.18		
60-3511-540-01-	01	603902	NORTHERN INDIANA PUBLIC			11957				137.98	13,300.95	*
											13,300.95	**
											13,300.95	***
											15,841.57	****
60-3521-452-01-	01	415804	INDIANA & MICHIGAN ELECTRIC			11950				2,156.59	2,156.59	*
											2,156.59	**
											2,156.59	***
60-3521-453-01-	01	410853	INDIANA COOPERATIVE LIBRARY			11792				49.71	49.71	*
											49.71	**
											49.71	***
60-3521-454-01-	01	415804	INDIANA & MICHIGAN ELECTRIC			11707				991.13	991.13	*
											991.13	**
											991.13	***
60-3521-455-01-	01	415804	INDIANA & MICHIGAN ELECTRIC			11948				1,318.61	1,318.61	*
											1,318.61	**
											1,318.61	***
60-3521-456-01-	01	410853	INDIANA COOPERATIVE LIBRARY			11789				66.64	66.64	*
											66.64	**
											66.64	***
60-3521-457-01-	01	410853	INDIANA COOPERATIVE LIBRARY			11791				326.53	326.53	*
											326.53	**
											326.53	***
60-3521-458-01-	01	410853	INDIANA COOPERATIVE LIBRARY			11788				236.37	236.37	*
											236.37	**
											236.37	***
60-3521-459-01-	01	415804	INDIANA & MICHIGAN ELECTRIC			11502				1,240.24	1,240.24	*
											1,240.24	**
											1,240.24	***
60-3521-460-01-	01	410853	INDIANA COOPERATIVE LIBRARY			11793				149.87		

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3521-460-01-	01	415804	INDIANA & MICHIGAN ELECTRIC			11949				14.25	164.12	*
											164.12	**
											164.12	***
60-3521-461-01-	01	415804	INDIANA & MICHIGAN ELECTRIC			11503				1,142.55	1,142.55	*
											1,142.55	**
											1,142.55	***
60-3521-462-01-	01	415804	INDIANA & MICHIGAN ELECTRIC			11951				26.70	26.70	*
											26.70	**
											26.70	***
60-3521-540-01-	01	000019	I & M		041285	12098			1024	11,105.71		
60-3521-540-01-	01	415804	INDIANA & MICHIGAN ELECTRIC			11444				14.25		
60-3521-540-01-	01	415804	INDIANA & MICHIGAN ELECTRIC			11947				14.25		
60-3521-540-01-	01	415804	INDIANA & MICHIGAN ELECTRIC			11946				7.30		
60-3521-540-01-	01	415804	INDIANA & MICHIGAN ELECTRIC			11445				7.30	11,148.81	*
											11,148.81	**
											11,148.81	***
											18,868.00	****
60-3522-468-01-	01	410853	INDIANA COOPERATIVE LIBRARY			11790				525.18		
60-3522-468-01-	01	613800	PAULDING-PUTNAM ELECTRIC	720800	030185	11805				2.20		
60-3522-468-01-	01	831603	UNITED R E M C		040185	11813				3.82	531.20	*
											531.20	**
											531.20	***
											531.20	****
60-3531-452-01-	01	194905	CITY UTILITIES			11838				39.00	39.00	*
											39.00	**
											39.00	***
60-3531-454-01-	01	194905	CITY UTILITIES			11842				25.30	25.30	*
											25.30	**
											25.30	***
60-3531-455-01-	01	194905	CITY UTILITIES			11839				22.98	22.98	*
											22.98	**
											22.98	***
60-3531-456-01-	01	242551	DEPARTMENT OF WATER	159	040185	11781				7.00	7.00	*
											7.00	**
											7.00	***
60-3531-457-01-	01	188107	CITY OF NEW HAVEN INDIANA		030185	11495				3.10		
60-3531-457-01-	01	188107	CITY OF NEW HAVEN INDIANA		040185	11902				3.08	6.18	*
											6.18	**
											6.18	***
60-3531-458-01-	01	194905	CITY UTILITIES			11844				7.80	7.80	*
											7.80	**
											7.80	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3531-459-01-	01	194905	CITY UTILITIES			11843				25.30	25.30	*
											25.30	**
											25.30	***
60-3531-460-01-	01	194905	CITY UTILITIES			11840				5.00	5.00	*
											5.00	**
											5.00	***
60-3531-461-01-	01	194905	CITY UTILITIES			11841				39.00	39.00	*
											39.00	**
											39.00	***
60-3531-540-01-	01	193054	CITY UTILITIES			11903				13.81		
60-3531-540-01-	01	194905	CITY UTILITIES			11837				95.42	109.23	*
											109.23	**
											109.23	***
											286.79	****
60-3541-452-01-	01	194905	CITY UTILITIES			11838				19.17	19.17	*
											19.17	**
											19.17	***
60-3541-453-01-	01	539554	MAYSVILLE REGIONAL SEWER	0022	050185	11391				14.60	14.60	*
											14.60	**
											14.60	***
60-3541-454-01-	01	194905	CITY UTILITIES			11842				9.40	9.40	*
											9.40	**
											9.40	***
60-3541-455-01-	01	194905	CITY UTILITIES			11839				16.00	16.00	*
											16.00	**
											16.00	***
60-3541-456-01-	01	242551	DEPARTMENT OF WATER	159	040185	11781				6.24	6.24	*
											6.24	**
											6.24	***
60-3541-457-01-	01	188107	CITY OF NEW HAVEN INDIANA		040185	11902				5.50		
60-3541-457-01-	01	188107	CITY OF NEW HAVEN INDIANA		030185	11495				5.87	11.37	*
											11.37	**
											11.37	***
60-3541-458-01-	01	194905	CITY UTILITIES			11844				2.67	2.67	*
											2.67	**
											2.67	***
60-3541-459-01-	01	194905	CITY UTILITIES			11843				9.40	9.40	*
											9.40	**
											9.40	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3541-460-01-	01	194905	CITY UTILITIES			11840				2.67	2.67	*
											2.67	**
											2.67	***
60-3541-461-01-	01	194905	CITY UTILITIES			11841				19.17	19.17	*
											19.17	**
											19.17	***
60-3541-540-01-	01	194905	CITY UTILITIES			11837				83.18	83.18	*
											83.18	**
											83.18	***
											193.87	****
60-3542-540-01-	01	862541		217321	022885	11893				210.00		
60-3542-540-01-	01	862541		313957	032885	11892				105.00	315.00	*
											315.00	**
											315.00	***
											315.00	****
60-3610-452-01-	01	000019	MILLS		040885	12090			1016	150.00	150.00	*
											150.00	**
											150.00	***
60-3610-454-01-	01	000019	MILLS		040885	12090			1016	150.00	150.00	*
											150.00	**
											150.00	***
60-3610-455-01-	01	000019	MILLS		040885	12090			1016	150.00	150.00	*
											150.00	**
											150.00	***
60-3610-458-01-	01	000019	MILLS		040885	12090			1016	150.00	150.00	*
											150.00	**
											150.00	***
60-3610-459-01-	01	000019	MILLS		040885	12090			1016	150.00	150.00	*
											150.00	**
											150.00	***
60-3610-461-01-	01	000019	MILLS		040885	12090			1016	150.00	150.00	*
											150.00	**
											150.00	***
											900.00	****
60-3611-452-01-	01	336602	GENERAL TELEPHONE COMPANY OF		032285	11325				194.06	194.06	*
											194.06	**
											194.06	***
60-3611-458-01-	01	336602	GENERAL TELEPHONE COMPANY OF		031685	11326				73.20	73.20	*
											73.20	**
											73.20	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3611-459-01-	01	336602	GENERAL TELEPHONE COMPANY OF		031685	11327				110.78	110.78	*
											110.78	**
											110.78	***
60-3611-460-01-	01	336602	GENERAL TELEPHONE COMPANY OF		032285	11328				50.82	50.82	*
											50.82	**
											50.82	***
60-3611-540-01-	01	272256	EARLY ELEVATOR CO	5765	040185	11862				1,350.00	1,350.00	*
											1,350.00	**
											1,350.00	***
											1,778.86	****
60-3612-459-01-	01	608858	DRKIN EXTERMINATING COMPANY	562076	040185	11807				21.00	21.00	*
											21.00	**
											21.00	***
60-3612-540-01-	01	608858	DRKIN EXTERMINATING COMPANY	743231	040185	11806				22.50	22.50	*
											22.50	**
											22.50	***
											43.50	****
60-3613-540-01-	01	198005	CLAXTON ELECTRIC INC		040385	11871	20452			116.10	116.10	*
											116.10	**
											116.10	***
											116.10	****
60-3615-458-01-	01	122122	BOILER & PRESSURE DIVISION	513471	022685	11730				12.00	12.00	*
											12.00	**
											12.00	***
60-3615-460-01-	01	122122	BOILER & PRESSURE DIVISION	513302	022685	11728				12.00	12.00	*
											12.00	**
											12.00	***
60-3615-461-01-	01	122122	BOILER & PRESSURE DIVISION	513438	022685	11729				12.00	12.00	*
											12.00	**
											12.00	***
60-3615-540-01-	01	168300	C & J MACHINE	46694	032585	11869	20390			35.00	35.00	*
											35.00	**
											35.00	***
											71.00	****
60-3619-461-01-	01	198005	CLAXTON ELECTRIC INC		031185	11845	20439			25.80	25.80	*
											25.80	**
											25.80	***
60-3619-540-01-	01	460354	JOHNSON CONTROLS INC	5780	040185	11874	20453			469.65		

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3619-540-01-	01	702900	SAND POINT GREENHOUSE INC		030185	11339				234.55	704.20	*
											704.20	**
											704.20	***
											730.00	****
60-3620-481-01-	01	044555	B & J PHOTO INC	76891	030585	11835	20435			86.85	86.85	*
											86.85	**
											86.85	***
											86.85	****
60-3621-432-01-	01	791385	TEXAS INSTRUMENTS	48524	040285	11891	20399			154.00	154.00	*
											154.00	**
											154.00	***
60-3621-483-01-	01	163368	BYTREX INC	2808	021185	11901	20275			42.00	42.00	*
											42.00	**
											42.00	***
											196.00	****
60-3622-506-01-	01	495018	KOEHLINGER LOCK & SAFE INC	5668	040185	11877	20458			15.48		
60-3622-506-01-	01	495018	KOEHLINGER LOCK & SAFE INC	7678	040985	11875	20448			14.93		
60-3622-506-01-	01	495018	KOEHLINGER LOCK & SAFE INC	7675	040985	11876	20448			4.95	35.36	*
											35.36	**
											35.36	***
60-3622-540-01-	01	689742	RODDCKER'S LOCK AND KEY	11434	032985	11859	20406			4.00	4.00	*
											4.00	**
											4.00	***
											39.36	****
60-3623-506-01-	01	000019	MILLS		040885	12090			1016	914.62		
60-3623-506-01-	01	013617	ALLEN COUNTY MOTORS INC	11012	030585	11864	20181			275.08		
60-3623-506-01-	01	193054	CITY UTILITIES	G4966	032585	11778				593.20		
60-3623-506-01-	01	559350	MILLS SERVICE CENTER		040185	11913				178.84		
60-3623-506-01-	01	594008	NORTH ANTHONY CAR WASH		040185	11954				7.50		
60-3623-506-01-	01	623709	PHILLIPS PETROLEUM COMPANY		040285	11923				251.35	2,220.59	*
											2,220.59	**
											2,220.59	***
60-3623-507-01-	01	013617	ALLEN COUNTY MOTORS INC	98570	022285	11446	20274			118.03		
60-3623-507-01-	01	623709	PHILLIPS PETROLEUM COMPANY		030485	11399				364.13	482.16	*
											482.16	**
											482.16	***
											2,702.75	****
60-3625-400-01-	01	678155	REM-RAND OF FORT WAYNE INC	27656	030785	11402	20302			220.00	220.00	*
											220.00	**
											220.00	***
											220.00	****
60-3626-484-01-	01	420751	INDIANA OFFICE SYSTEMS	3129	032285	11795	20393			139.00		

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3626-484-01-	01	420751	INDIANA OFFICE SYSTEMS	3125	032285	11796	20393			65.00	204.00	*
											204.00	**
											204.00	***
											204.00	****
60-3629-400-01-	01	230952	DATA EQUIPMENT COMPANY	7700	031385	11383	20342			39.00	39.00	*
											39.00	**
											39.00	***
60-3629-433-01-	01	425702	INDIANA STAMP & SEAL COMPANY	88113	031185	11385	20354			30.00	30.00	*
											30.00	**
											30.00	***
60-3629-452-01-	01	351768	D W HALL	8689	040185	11887	20418			15.00	15.00	*
											15.00	**
											15.00	***
60-3629-468-01-	01	757357	SUMMIT CITY WELDING INC	4300	032585	11808	20407			25.00	25.00	*
											25.00	**
											25.00	***
60-3629-486-01-	01	757357	SUMMIT CITY WELDING INC	4275	030885	11405	20359			25.00	25.00	*
											25.00	**
											25.00	***
60-3629-501-01-	01	247502	DIEBOLD INC	924	032185	11780	20408			54.75	54.75	*
											54.75	**
											54.75	***
60-3629-505-01-	01	553166	MICRO TECH INC	1063	033185	11848	20378			30.75		
60-3629-505-01-	01	553166	MICRO TECH INC	1525	032785	11847	20378			10.50	41.25	*
											41.25	**
											41.25	***
60-3629-540-01-	01	282936	JACK EISER SALES	2703	031485	11731				35.00	35.00	*
											35.00	**
											35.00	***
											265.00	****
60-3632-486-01-	01	792004	THALNER ELECTRONIC	60664	040185	11811				816.00	816.00	*
											816.00	**
											816.00	***
											816.00	****
60-3635-400-01-	01	678155	REM-RAND OF FORT WAYNE INC	27850	032985	11852	20428			590.00	590.00	*
											590.00	**
											590.00	***
60-3635-433-01-	01	445509	INTERNATIONAL BUSINESS	R80139	031585	11713				141.00	141.00	*
											141.00	**
											141.00	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3635-452-01-	01	445509	INTERNATIONAL BUSINESS	R8G139	031585	11713				112.25		
60-3635-452-01-	01	445509	INTERNATIONAL BUSINESS	10947	020585	11372				112.25	224.50	*
											224.50	**
											224.50	***
60-3635-454-01-	01	445509	INTERNATIONAL BUSINESS	R8G139	031585	11713				112.25		
60-3635-454-01-	01	445509	INTERNATIONAL BUSINESS	10947	020585	11372				113.65	225.90	*
											225.90	**
											225.90	***
60-3635-459-01-	01	886068	XEROX CORPORATION	850867	031685	11345	00472			42.50	42.50	*
											42.50	**
											42.50	***
60-3635-461-01-	01	886068	XEROX CORPORATION	850866	031685	11344	00472			42.50	42.50	*
											42.50	**
											42.50	***
60-3635-481-01-	01	445509	INTERNATIONAL BUSINESS	10947	020585	11372				112.25		
60-3635-481-01-	01	445509	INTERNATIONAL BUSINESS	R8G139	031585	11713				112.25	224.50	*
											224.50	**
											224.50	***
60-3635-482-01-	01	445509	INTERNATIONAL BUSINESS	10947	020585	11372				112.25		
60-3635-482-01-	01	445509	INTERNATIONAL BUSINESS	R8G139	031585	11713				116.08	228.33	*
											228.33	**
											228.33	***
60-3635-484-01-	01	306908	FORT WAYNE BUSINESS PRODUCTS	4345	032885	11782				161.91		
60-3635-484-01-	01	445509	INTERNATIONAL BUSINESS	10947	020585	11372				263.36		
60-3635-484-01-	01	445509	INTERNATIONAL BUSINESS	R8G139	031585	11713				265.04	690.31	*
											690.31	**
											690.31	***
											2,409.54	****
60-3636-484-01-	01	420751	INDIANA OFFICE SYSTEMS	3166	032785	11846	20437			346.00	346.00	*
											346.00	**
											346.00	***
											346.00	****
60-3638-420-01-	01	306908	FORT WAYNE BUSINESS PRODUCTS	4031	031485	11498	20372			105.00	105.00	*
											105.00	**
											105.00	***
60-3638-482-01-	01	306908	FORT WAYNE BUSINESS PRODUCTS	4031	031485	11498	20372			105.00	105.00	*
											105.00	**
											105.00	***
60-3638-483-01-	01	306908	FORT WAYNE BUSINESS PRODUCTS	4031	031485	11498	20372			105.00	105.00	*
											105.00	**
											105.00	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3638-485-01-	01	306908	FORT WAYNE BUSINESS PRODUCTS	4031	031485	11498	20372			105.00	105.00	*
											105.00	**
											105.00	***
60-3638-486-01-	01	306908	FORT WAYNE BUSINESS PRODUCTS	4031	031485	11498	20372			105.00	105.00	*
											105.00	**
											105.00	***
60-3638-510-01-	01	306908	FORT WAYNE BUSINESS PRODUCTS	4031	031485	11498	20372			105.00	105.00	*
											105.00	**
											105.00	***
											630.00	****
60-3639-400-01-	01	230952	DATA EQUIPMENT COMPANY	7644	030585	11382	20334			55.00	55.00	*
											55.00	**
											55.00	***
60-3639-420-01-	01	230952	DATA EQUIPMENT COMPANY	7644	030585	11382	20334			55.00	55.00	*
											55.00	**
											55.00	***
60-3639-540-01-	01	460354	JOHNSON CONTROLS INC	856230	031285	11373	11499			1,263.50		
60-3639-540-01-	01	702900	SAND POINT GREENHOUSE INC	132324	040185	11853				87.00		
60-3639-540-01-	01	702900	SAND POINT GREENHOUSE INC		030185	11339				87.00	1,437.50	*
											1,437.50	**
											1,437.50	***
											1,547.50	****
60-3711-462-01-	01	569259	CARL K & GRETCHEN E NAHRWOLD		041285	11395				200.00	200.00	*
											200.00	**
											200.00	***
											200.00	****
60-3721-441-01-	01	108901	BETTY BRITE UNIFORM RENTALS	1-100	032985	11910				19.16	19.16	*
											19.16	**
											19.16	***
60-3721-503-01-	01	108901	BETTY BRITE UNIFORM RENTALS	1-60	032985	11909				32.84	32.84	*
											32.84	**
											32.84	***
60-3721-504-01-	01	108901	BETTY BRITE UNIFORM RENTALS	1-60	032985	11909				154.44	154.44	*
											154.44	**
											154.44	***
60-3721-505-01-	01	108901	BETTY BRITE UNIFORM RENTALS	1-60	032985	11909				57.48	57.48	*
											57.48	**
											57.48	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3721-506-01-	01	108901	BETTY BRITE UNIFORM RENTALS	1-80	032985	11899				177.36	177.36	*
											177.36	**
											177.36	***
											441.28	****
60-3723-504-01-	01	103950	BETTER BEEPERS OF FORT	001605	040185	11708				30.00	30.00	*
											30.00	**
											30.00	***
											30.00	****
60-3724-454-01-	01	251453	WALT DISNEY EDUCATIONAL	750004	031685	12005				82.00	82.00	*
											82.00	**
											82.00	***
											82.00	****
60-3725-503-01-	01	628654	PITNEY BOWES INC	827433	031785	11400	20336			128.92		
60-3725-503-01-	01	628654	PITNEY BOWES INC	827432	031785	11401				93.82	222.74	*
											222.74	**
											222.74	***
											222.74	****
60-3726-431-01-	01	071781	BAKER & TAYLOR COMPANY	10470	030185	11827				250.00	250.00	*
											250.00	**
											250.00	***
											250.00	****
60-3911-400-01-	01	420131	SUMMER READING PROGRAM		040985	11945				4,281.75	4,281.75	*
											4,281.75	**
											4,281.75	***
60-3911-440-01-	01	517585	LIBRARY PUBLIC RELATIONS			11735				15.00	15.00	*
											15.00	**
											15.00	***
											4,296.75	****
60-3951-410-01-	01	356409	HECKMAN BINDERY INC	11743	031585	11817				4.44	4.44	*
											4.44	**
											4.44	***
60-3951-460-01-	01	356409	HECKMAN BINDERY INC	10965	030885	11501				32.00	32.00	*
											32.00	**
											32.00	***
60-3951-468-01-	01	356409	HECKMAN BINDERY INC	7957	030885	11711				3.22	3.22	*
											3.22	**
											3.22	***
60-3951-481-01-	01	356409	HECKMAN BINDERY INC	9979	030185	11500				4.35		
60-3951-481-01-	01	356409	HECKMAN BINDERY INC	8911	032285	11894				3.16		
60-3951-481-01-	01	356409	HECKMAN BINDERY INC	7957	030885	11711				9.66	17.17	*
											17.17	**
											17.17	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3951-482-01-	01	356409	HECKMAN BINDERY INC	8910	032285	11896				474.17		
60-3951-482-01-	01	356409	HECKMAN BINDERY INC	8911	032285	11894				12.64		
60-3951-482-01-	01	356409	HECKMAN BINDERY INC	9979	030185	11500				4.35		
60-3951-482-01-	01	356409	HECKMAN BINDERY INC	7956	030885	11712				402.75		
60-3951-482-01-	01	356409	HECKMAN BINDERY INC	7957	030885	11711				64.40	958.31	*
											958.31	**
											958.31	***
60-3951-483-01-	01	356409	HECKMAN BINDERY INC	8911	032285	11894				59.95		
60-3951-483-01-	01	356409	HECKMAN BINDERY INC	7957	030885	11711				74.15	134.10	*
											134.10	**
											134.10	***
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	10966	030885	11816				15.00		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	9270	032285	11898				8.64		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	7958	030885	11710				368.33		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	11759	031585	11818				270.00		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	13009	040185	11895				4.00		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	8912	032285	11897				466.65		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	8206	030885	11709				4.62		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	8910	032285	11896				120.64		
60-3951-484-01-	01	356409	HECKMAN BINDERY INC	7956	030885	11712				38.61	1,296.49	*
											1,296.49	**
											1,296.49	***
60-3951-485-01-	01	356409	HECKMAN BINDERY INC	7957	030885	11711				16.10		
60-3951-485-01-	01	356409	HECKMAN BINDERY INC	8911	032285	11894				12.64	28.74	*
											28.74	**
											28.74	***
60-3951-487-01-	01	356409	HECKMAN BINDERY INC	7957	030885	11711				19.32		
60-3951-487-01-	01	356409	HECKMAN BINDERY INC	8911	032285	11894				3.16	22.48	*
											22.48	**
											22.48	***
											2,496.95	****
60-3963-431-01-	01	410853	INDIANA COOPERATIVE LIBRARY	13259	031885	11616				12.00	12.00	*
											12.00	**
											12.00	***
60-3963-432-01-	01	410853	INDIANA COOPERATIVE LIBRARY	13259	031885	11616				2,535.55	2,535.55	*
											2,535.55	**
											2,535.55	***
60-3963-433-01-	01	410853	INDIANA COOPERATIVE LIBRARY	13259	031885	11616				116.13	116.13	*
											116.13	**
											116.13	***
60-3963-485-01-	01	410853	INDIANA COOPERATIVE LIBRARY	13259	031885	11616				332.89	332.89	*
											332.89	**
											332.89	***
											2,996.57	****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3964-410-01-	01	039608	AUTOMATIC DATA PROCESSING	110061	031885	11488				330.11		
60-3964-410-01-	01	039608	AUTOMATIC DATA PROCESSING	120336	032585	11776				175.96		
60-3964-410-01-	01	039608	AUTOMATIC DATA PROCESSING	100373	031185	11489				185.04		
60-3964-410-01-	01	180297	CENTRAL DATA PROCESSING			11998				131.33	822.44	*
											822.44	**
											822.44	***
60-3964-510-01-	01	039608	AUTOMATIC DATA PROCESSING	100374	031185	11490				112.96	112.96	*
											112.96	**
											112.96	***
											935.40	****
60-3965-431-01-	01	071781	BAKER & TAYLOR COMPANY	10470	030185	11827				1,045.16	1,045.16	*
											1,045.16	**
											1,045.16	***
											1,045.16	****
60-3966-485-01-	01	027006	ANDREWS UNIVERSITY		022785	11726				5.00		
60-3966-485-01-	01	028983	ASBURY THEOLOGICAL SEMINARY	733	031185	11727				2.40		
60-3966-485-01-	01	273481	EAST CENTRAL UNIVERSITY	034	032285	12017				6.95		
60-3966-485-01-	01	428183	INDIANA STATE LIBRARY	R3139	032085	11798				1.25		
60-3966-485-01-	01	428493	INDIANA UNIVERSITY	28022	032585	11797				.75		
60-3966-485-01-	01	428655	INDIANA UNIVERSITY LIBRARIES	27877	031385	11732				.95		
60-3966-485-01-	01	428655	INDIANA UNIVERSITY LIBRARIES	27848	030785	11733				.65		
60-3966-485-01-	01	429112	INDIANA UNIVERSITY SCHOOL	85-25	022685	11734				6.75		
60-3966-485-01-	01	429422	INDIANA UNIVERSITY	2186	032285	11799				4.00		
60-3966-485-01-	01	449210	IOWA STATE UNIVERSITY	43898	030785	11966				2.30		
60-3966-485-01-	01	524395	LOYOLA UNIVERSITY OF CHICAGO			11332				2.00		
60-3966-485-01-	01	850233	UNIVERSITY OF TORONTO PRESS	85-473	032585	11815				3.10	36.10	*
											36.10	**
											36.10	***
											36.10	****
60-3967-482-01-	01	732605	SOURCE TELECOMPUTING CORP	528846	022885	11341				10.00	10.00	*
											10.00	**
											10.00	***
											10.00	****
60-3972-440-01-	01	762318	SUNNY SCHICK	5748	031885	11854	20427			30.36		
60-3972-440-01-	01	762318	SUNNY SCHICK	T05007	030485	11407	20358			5.14		
60-3972-440-01-	01	762318	SUNNY SCHICK	T4827	022785	11406	20338			8.72	44.22	*
											44.22	**
											44.22	***
60-3972-502-01-	01	816752	TRI STATE BUSINESS SERVICES	3773	032985	11857	20441			147.70	147.70	*
											147.70	**
											147.70	***
											191.92	****
60-3973-440-01-	01	762318	SUNNY SCHICK	T4827	022785	11406	20338			5.20	5.20	*
											5.20	**
											5.20	***

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3973-456-01-	01	762318	SUNNY SCHICK	6328	031985	11855	20427			31.90	31.90	*
											31.90	**
											31.90	***
60-3973-487-01-	01	762318	SUNNY SCHICK	5678	021885	11809	20357			2.60		
60-3973-487-01-	01	762318	SUNNY SCHICK	0675	032985	11914	20411			2.60	5.20	*
											5.20	**
											5.20	***
60-3973-502-01-	01	816752	TRI STATE BUSINESS SERVICES	3796	033185	11819	20388			622.30	622.30	*
											622.30	**
											622.30	***
											664.60	****
60-3981-452-01-	01	810258	TREASURER-ALLEN COUNTY			12072				3.00	3.00	*
											3.00	**
											3.00	***
60-3981-540-01-	01	810258	TREASURER-ALLEN COUNTY			12071				1,343.40	1,343.40	*
											1,343.40	**
											1,343.40	***
											1,346.40	****
60-4404-486-01-	01	212857	COMPUTERLAND	7314	031285	11496	01179			1,243.55	1,243.55	*
											1,243.55	**
											1,243.55	***
											1,243.55	****
60-4412-441-01-	01	707856	THE SCHAFER COMPANY INC	5305	031585	11340	20343			69.90	69.90	*
											69.90	**
											69.90	***
60-4412-453-01-	01	707856	THE SCHAFER COMPANY INC	5305	031585	11340	20343			54.75	54.75	*
											54.75	**
											54.75	***
											124.65	****
60-4510-502-01-	01	000019	GILLILAD		040585	12089			1015	4.00		
60-4510-502-01-	01	000019	DUTTARDY		040585	12087			1013	31.50		
60-4510-502-01-	01	000019	BECKSTEDT		041285	12108			1034	6.95		
60-4510-502-01-	01	000019	LAMOS		041285	12105			1031	8.30		
60-4510-502-01-	01	000019	WELDON		041285	12107			1033	8.95		
60-4510-502-01-	01	000019	CALWELL		040585	12088			1014	9.00		
60-4510-502-01-	01	000019	SMITH		041285	12104			1030	10.80		
60-4510-502-01-	01	000019	WALTON		041285	12106			1032	2.25		
60-4510-502-01-	01	000019	HAWK		041285	12103			1029	6.99		
60-4510-502-01-	01	000019	HERRAN		041285	12102			1028	2.00	90.74	*
											90.74	**
											90.74	***
60-4510-550-01-	01	000019	KS COMM PREV CHILD		041085	12095			1021	16.50		
60-4510-550-01-	01	001910	ADAMS BROWN COMPANY		032385	11936	9359			18.95		

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST
60-4510-550-01-	01	004332	ALBEMARLE GENEALOGICAL SOC	007	022685	11737	9385			11.25	
60-4510-550-01-	01	006181	ALFONSI ENTERPRISES INC	11325	022885	11531	9202			10.41	
60-4510-550-01-	01	014168	AMERICAN ASSOC FOR STATE AND	82881	032585	12043	9678			27.00	
60-4510-550-01-	01	023515	AMERICANPUBLIC WELFARE ASSN	9669	031185	11753	9540			52.00	
60-4510-550-01-	01	026778	ANCESTRY INC	10038	030585	11533	9550			15.45	
60-4510-550-01-	01	027049	A R EDITIONS INC	47853	032585	12044	6605			99.30	
60-4510-550-01-	01	028851	GLADYS S ARMSTRONG		030785	11534	9589			11.50	
60-4510-550-01-	01	028894	GLADYS ARNOLD		022185	11535	9226			17.00	
60-4510-550-01-	01	028991	ASHLAND ARTS COUNCIL		030185	11536	9448			9.50	
60-4510-550-01-	01	029017	ASHLAND COUNTY DGS	92474	021985	11457	9324			14.00	
60-4510-550-01-	01	036501	AURORA CO HISTORICAL SOCIETY		031185	11537	9653			21.19	
60-4510-550-01-	01	049506	BACON PAMPHLET SERVICE INC	4666	031585	11677				100.05	
60-4510-550-01-	01	049506	BACON PAMPHLET SERVICE INC	1928	033085	11829				27.90	
60-4510-550-01-	01	051985	JUDY BAIRD		032885	11995	9724			30.00	
60-4510-550-01-	01	054453	BAKER & TAYOR COMPANY			12064				9,514.67	
60-4510-550-01-	01	059404	BAKER & TAYLOR COMPANY			12063				9,511.28	
60-4510-550-01-	01	064351	BAKER & TAYLOR COMPANY			11594				1,701.93	
60-4510-550-01-	01	064351	BAKER & TAYLOR COMPANY			12061				1,961.67	
60-4510-550-01-	01	069302	BAKER & TAYLOR COMPANY			12065				5,280.26	
60-4510-550-01-	01	073024	NELLIE FERN BAKER		040285	12045	9795			25.00	
60-4510-550-01-	01	075337	GALE W BAMMAN		022585	11460				12.75	
60-4510-550-01-	01	075493	BANKS BALDWIN LAW PUBLISHING	198	031885	11597				153.19	
60-4510-550-01-	01	077046	A GOFF BEDFORD		032085	11754	9329			20.00	
60-4510-550-01-	01	077194	BEDFORDSHIRE COUNTY COUNCIL	75087	020485	12046				18.85	
60-4510-550-01-	01	092827	J B BELL		032585	12047	9718			25.00	
60-4510-550-01-	01	098388	BERNAN ASSOCIATES	44813	030585	11538				21.36	
60-4510-550-01-	01	098388	BERNAN ASSOCIATES	44813	020585	11678	9201			63.00	
60-4510-550-01-	01	111384	BEULAH UP CHURCH		032085	12002	9635			21.00	
60-4510-550-01-	01	115096	BILINGUAL PUBLICATIONS CO	34297	031385	11830	15344			12.40	
60-4510-550-01-	01	119423	BLAIR CO GENEALOGICAL SOC		022785	11539	9466			19.50	
60-4510-550-01-	01	120669	BLOCK PRINTING		030885	11540	9506			25.00	
60-4510-550-01-	01	122041	BOERNE AREA HISTORICAL		031585	11939	9409			6.00	
60-4510-550-01-	01	122351	GENEALOGICAL RESEARCH	213985	022685	11466	9537			167.00	
60-4510-550-01-	01	134880	HAZEL M BOYD		030885	11295	9601			24.00	
60-4510-550-01-	01	135518	BRANCH CO GENEALOGICAL SOC	1410	031385	11542	9587			15.00	
60-4510-550-01-	01	135674	W R BRANTHOOVER		040185	12048	9825			10.75	
60-4510-550-01-	01	135755	BRESSER S	FG32BT	031485	12049				87.90	
60-4510-550-01-	01	135828	BREWER PUBLIC LIBRAY		031185	11745	9686			10.00	
60-4510-550-01-	01	150355	MARTY H BRUNETTI		022685	11461	9482			12.00	
60-4510-550-01-	01	150436	MRS MARY LEE BRUTON		032485	11996	9712			42.50	
60-4510-550-01-	01	150517	BUCKINGHAMSHIRE RECORD		030885	11746				12.65	
60-4510-550-01-	01	150827	PAUL F BUMPUS		032685	11997	9730			21.00	
60-4510-550-01-	01	154687	ROY BURGESS	1189	030485	11544	9592			18.75	
60-4510-550-01-	01	155306	CARL E BURROWS		022585	11545	9411			20.00	
60-4510-550-01-	01	175102	CANEY STATION BOOKS INC		030485	11546	9556			28.95	
60-4510-550-01-	01	175412	THE CANISTOTA CLIPPER		031385	11738	9654			26.55	
60-4510-550-01-	01	176346	ROBERT J CARDWELL		032585	12050	9711			30.00	
60-4510-550-01-	01	176966	CARNEGIE FREE LIBRAY		030885	11938	9671			22.00	
60-4510-550-01-	01	180149	MARSHALL CAVENDISH CORP	46597	030685	11990	551			1,313.75	
60-4510-550-01-	01	180211	CENTENNIAL HISTORY BOOK		031085	11548	9668			21.19	
60-4510-550-01-	01	182079	CHAPEL HILL-CARRBORO		032185	11999	PREPD			4.75	
60-4510-550-01-	01	182222	CHATTAHOOCHEE VALLEY		030985	11549	9631			22.00	

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST
60-4510-550-01-	01	182532	CHESTER DISTRICT	413	030785	11474	9383			12.00	
60-4510-550-01-	01	183075	CHILDREN'S BOOK COUNCIL INC	77381	021185	11551				19.80	
60-4510-550-01-	01	183156	CHILDRENS PRESS INC	75085	031885	11673	15375			276.43	
60-4510-550-01-	01	183156	CHILDRENS PRESS INC	81131	032885	11674	15420			432.78	
60-4510-550-01-	01	183156	CHILDRENS PRESS INC	42114	032785	11675	15372			543.38	
60-4510-550-01-	01	185620	CHINA BOOKS & PERIODICAL INC	33729	022085	11350	15405			2.58	
60-4510-550-01-	01	195596	CLARK CO GENEALOGICAL SOC		030785	11552	9645			16.50	
60-4510-550-01-	01	196290	THE CLARKTON PRESS		030585	11553	9569			25.00	
60-4510-550-01-	01	201081	HELEN G CLEAR		030585	11554	9574			12.50	
60-4510-550-01-	01	202029	CLOSE UP FOUNDATION	2665	032185	12003	9704			17.00	
60-4510-550-01-	01	202339	CLOSSON PRESS		022585	11463	9489			4.00	
60-4510-550-01-	01	202339	CLOSSON PRESS		030485	11462	9575			8.50	
60-4510-550-01-	01	202649	RICHARD M COCHRAN		030685	11555	9557			25.00	
60-4510-550-01-	01	202797	WES COCHRAN		030585	11556	9567			27.00	
60-4510-550-01-	01	206679	DOROTHY COLLIER	277534	022285	11557	9404			35.00	
60-4510-550-01-	01	207292	COLUMBIANA CHAPTER DGS		030985	11739	9579			8.00	
60-4510-550-01-	01	212857	COMPUTERLAND	7315	031285	11679				44.08	
60-4510-550-01-	01	217956	CONNELLSVILLE AREA		031385	11740	9673			11.50	
60-4510-550-01-	01	218103	JOHN B CONRAD		022685	11558	9260			19.00	
60-4510-550-01-	01	219347	MONROE COUNTY HISTORY OFFICE		031185	11988				12.50	
60-4510-550-01-	01	222755	JOHN CURLEY & ASSOCIATES	17578	022285	11476	SO			124.32	
60-4510-550-01-	01	222755	JOHN CURLEY & ASSOCIATES	18844	032585	11681	ATLAN			124.32	
60-4510-550-01-	01	222755	JOHN CURLEY & ASSOCIATES	18180	031885	11599	6027			67.76	
60-4510-550-01-	01	222755	JOHN CURLEY & ASSOCIATES	17712	022685	11475	MAGNA			284.64	
60-4510-550-01-	01	222755	JOHN CURLEY & ASSOCIATES	18381	031885	11600	6027			67.76	
60-4510-550-01-	01	222755	JOHN CURLEY & ASSOCIATES	18448	032085	11601	SO			291.84	
60-4510-550-01-	01	226467	WM CUTHBERTSON		022085	11560	9375			6.00	
60-4510-550-01-	01	228311	DAILY MAIL PRINT SHOP		030585	11561	9593			25.00	
60-4510-550-01-	01	238848	CAMELLIA T DENYS			12051	PREPD			18.00	
60-4510-550-01-	01	243795	DEUEL CO HISTORICAL SOC		030785	11562	9591			24.50	
60-4510-550-01-	01	251844	D J ASSOCIATES		022585	11563	9392			53.50	
60-4510-550-01-	01	257400	DOUBLEDAY & COMPANY INC	895941	021985	11477	9402			65.64	
60-4510-550-01-	01	269778	DUPLIN CO HISTORICAL SOCIETY		030285	11564	9390			30.00	
60-4510-550-01-	01	275964	EASTERN AUDIO	36044	022885	11756	9465			146.40	
60-4510-550-01-	01	282618	C EDWARDS & ASSOCIATES		022585	11566	9399			30.90	
60-4510-550-01-	01	283088	ELK POINT QUASQUICENTENNIAL		031585	11757	9669			12.50	
60-4510-550-01-	01	285862	EMERY CENTENNIAL COMMITTEE		031485	11747	9665			29.24	
60-4510-550-01-	01	286486	DOUG ENGEBRETSON		032385	12006				7.95	
60-4510-550-01-	01	287717	MARJORIE G ERICKSON		022685	11567	9426			38.00	
60-4510-550-01-	01	288020	ERISA BENEFIT FUNDS INC	025973	031285	11742	15418			190.00	
60-4510-550-01-	01	291439	THE EVERTON PUBLISHERS INC		022585	11568	9518			14.95	
60-4510-550-01-	01	292052	FACTS ON FILE INC	86369	012285	11682	0548			56.95	
60-4510-550-01-	01	292737	FAMILY LINE PUBLICATIONS	0447	022585	11411	9479			8.00	
60-4510-550-01-	01	293067	RICE A FELDER		030985	11569	9487			2.00	
60-4510-550-01-	01	293105	FILLMORE CO HISTORICAL CENTE		030785	11570	9590			57.80	
60-4510-550-01-	01	295450	FIRST BAPTIST CHURCH SANFORD			11571	9372			17.00	
60-4510-550-01-	01	305669	FORD'S INTERNAIONAL CRUISE		032585	12007	SO			28.00	
60-4510-550-01-	01	314781	FULTON COUNTY HISTORICAL SOC		021585	11465	9331			43.00	
60-4510-550-01-	01	314943	FULTON GENEALOGICAL SOCIETY		022885	11412	9274			10.00	
60-4510-550-01-	01	316180	JOSEPH R GAINEY		022285	11572	9381			20.00	
60-4510-550-01-	01	316806	GALE RESEARCH COMPANY	553909	032285	11683				149.17	
60-4510-550-01-	01	318035	GALLIA CO HISTORICAL SOCIETY		030485	11573	9642			7.50	

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT CHECK	DIST AMOUNT	TOTAL FOR DIST
60-4510-550-01-	01	318655	DAVID B GAMMON			12009	9386		15.25	
60-4510-550-01-	01	320501	GARFIELD CO HISTORICAL SOC		022085	11574	9443		26.25	
60-4510-550-01-	01	323756	GENEALOGICAL PUBLISHING CO	850273	031285	11351	9641		29.79	
60-4510-550-01-	01	323756	GENEALOGICAL PUBLISHING CO	852342	022885	11478	9534		116.15	
60-4510-550-01-	01	336602	GENERAL TELEPHONE COMPANY OF		041085	11925			3.30	
60-4510-550-01-	01	339083	GENERATION PRESS	2467	032685	11831	9700		77.00	
60-4510-550-01-	01	340324	GENREC BOOKS	1254	030485	11575	9646		15.00	
60-4510-550-01-	01	342017	GEORGIA HISTORICAL SOCIETY		030585	11576	9625		11.00	
60-4510-550-01-	01	342327	AUDREY GILBERT		022685	11479	9213		20.00	
60-4510-550-01-	01	342408	MRS NORMAN E GILLIS		022585	11467	9344		16.25	
60-4510-550-01-	01	342424	GLOUCESTER CO HISTORICAL SOC	7878	030885	11577	9599		16.00	
60-4510-550-01-	01	342440	EILEEN GOCHANOUR		022385	11469	9471		8.00	
60-4510-550-01-	01	342440	EILEEN GOCHANOUR		030485	11468	9623		5.00	
60-4510-550-01-	01	342599	GORDON CENTENNIAL		022585	11470	9445		58.50	
60-4510-550-01-	01	342610	LESTER F GRABER	7702	030285	11578	9341		3.60	
60-4510-550-01-	01	342610	LESTER F GRABER		032785	11931	9715		6.75	
60-4510-550-01-	01	342718	GRANT COUNTY MUSEUM		030585	11579	9627		27.45	
60-4510-550-01-	01	344958	GREATER HAYWOOD CO		030685	11580	9457		3.00	
60-4510-550-01-	01	345113	KAREN MAUER GREEN		031585	12010	9603		27.50	
60-4510-550-01-	01	345881	GREENWOOD HISTORICAL SOCIETY		030685	11581	9446		24.95	
60-4510-550-01-	01	346195	GREENWOOD PRESS	84213	031485	11759	9551		51.64	
60-4510-550-01-	01	346810	GREGATH COMPANY			11471	9476		20.00	
60-4510-550-01-	01	346810	GREGATH COMPANY		032085	11861	9630		25.00	
60-4510-550-01-	01	349291	GRYPHON HOUSE INC	318034	031885	12012			12.45	
60-4510-550-01-	01	351458	G K HALL & COMPANY	14746	021585	11353	SO		1,592.16	
60-4510-550-01-	01	351458	G K HALL & COMPANY	15069	021585	11352	13623		265.69	
60-4510-550-01-	01	352063	HARBPR HILL BOOKS INC	10376	022585	11472	9490		25.95	
60-4510-550-01-	01	352373	THE HARLEIAN SOCIETY			11655			15.00	
60-4510-550-01-	01	353302	BETTY HARRELL		032685	12013	9727		10.40	
60-4510-550-01-	01	354074	HARRISBURG AREA		010185	11582	PREPD		3.51	
60-4510-550-01-	01	355771	HEART OF LAKES PUBLISHING	85-27	030485	11583	9583		15.00	
60-4510-550-01-	01	370010	HENDERSON CO HISTORICAL COMM		031185	11584	9563		20.00	
60-4510-550-01-	01	371564	HENDERSONVILLE		022585	11585	PREPD		2.00	
60-4510-550-01-	01	372188	NELL YOUNG HERCHENROETHER		031385	11586	9636		2.50	
60-4510-550-01-	01	373109	HERITAGE BOOKS INC	1630	022385	11481	9517		16.50	
60-4510-550-01-	01	373109	HERITAGE BOOKS INC	1667	030985	11358	9695		11.00	
60-4510-550-01-	01	375586	MIRIAM K HICKS		030685	11587	9548		6.00	
60-4510-550-01-	01	376825	HILBORN FAMILY JOURNAL	31-21	031585	11656	9682		5.00	
60-4510-550-01-	01	377589	HISTORICAL PUBLICATIONS SECT	26872	030585	11588	9580		24.00	
60-4510-550-01-	01	377740	HISTORICAL SOCEITY OF		022685	11473	9419		25.95	
60-4510-550-01-	01	379913	HISTORY BOOK COMMITTEE			11589	9659		27.25	
60-4510-550-01-	01	381454	KAY HIVELY	1670	022385	11644	9501		7.00	
60-4510-550-01-	01	381608	RALPH L HOBBS		022585	11590	9429		55.00	
60-4510-550-01-	01	382078	HOENSTINE RENTAL LIBRARY		022185	11645	9380		43.00	
60-4510-550-01-	01	382388	HOLBROOK RESEARCH INSTITUTE		032285	11860	5976		344.00	
60-4510-550-01-	01	389811	HOT SPRINGS STAR		031185	11591	9666		4.00	
60-4510-550-01-	01	392286	JEAN HOUPERT		030485	11592	9523		25.00	
60-4510-550-01-	01	394769	HE HOWARD INC	7698	031885	12015	9651		84.25	
60-4510-550-01-	01	401102	HRS GERIATRIC PUBLISHING	8934		11657	15333		29.00	
60-4510-550-01-	01	401250	NANCY E HUFFMAN		022585	11647	9377		25.50	
60-4510-550-01-	01	401404	ELLA B HUGHES	3406	022085	11593	9428		17.50	
60-4510-550-01-	01	402508	HUNTER PUBLISHING COMPANY	1123	031385	11761	9436		118.70	

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST
60-4510-550-01-	01	404667	HELEN HURST		021885	11622	9470			43.60	
60-4510-550-01-	01	405280	EDITH W. HUTTON	43451	031485	11658	9338			16.50	
60-4510-550-01-	01	406511	HYDE CO HISTORICAL SOCIETY		030285	11623	9387			35.00	
60-4510-550-01-	01	406821	IBERIAN PUBLISHING CO	850155	030485	11624	9412			10.00	
60-4510-550-01-	01	407135	ILLIANA	23	022385	11648	9472			7.50	
60-4510-550-01-	01	409308	ILLINOIS STATE HISTORICAL		030585	12014	9632			38.40	
60-4510-550-01-	01	409928	INDEPENDENT SEARCH		030585	11769	9619			12.95	
60-4510-550-01-	01	410233	INDEX PUBLISHING	668	022885	11626	9454			30.00	
60-4510-550-01-	01	410233	INDEX PUBLISHING	669	022885	11627	9454			366.00	
60-4510-550-01-	01	417653	INDIANA HISTORICAL BUREAU		031885	11659	9610			21.50	
60-4510-550-01-	01	426946	INDIANA STATE CHAMBER	32016	032185	11602				8.00	
60-4510-550-01-	01	435600	INGRAM			12069				4.90	
60-4510-550-01-	01	435600	INGRAM			00017				355.65-	
60-4510-550-01-	01	435600	INGRAM			12062				7,561.29	
60-4510-550-01-	01	438073	INKWELL PUBLICATIONS		022785	11628	9299			7.65	
60-4510-550-01-	01	449997	JOSEF A JACKSON		032585	12016	9717			25.00	
60-4510-550-01-	01	450146	DUANE JACOBS		031185	11629	9628			11.00	
60-4510-550-01-	01	455407	LARRY A JAMES		032885	11832	9736			8.00	
60-4510-550-01-	01	459410	JEWISH HISTORICAL SOCIETY		010185	11630				15.40	
60-4510-550-01-	01	464066	DONALD J KABITZKE	115408	031185	11631	9691			21.25	
60-4510-550-01-	01	467774	NIXBY D KANNADY		030785	11634	9340			33.75	
60-4510-550-01-	01	470252	JEAN KARR & COMPANY		031585	11821				336.50	
60-4510-550-01-	01	471488	KEGLEY BOOKS		021985	11649	9364			10.00	
60-4510-550-01-	01	472107	ARTHUR C M KELLY		030585	11635	9582			49.00	
60-4510-550-01-	01	472875	P J KENNEDY & SONS	RENEW	030485	11636	PREPD			76.75	
60-4510-550-01-	01	473189	LEO KIMMETT		021985	11650	9370			5.00	
60-4510-550-01-	01	474894	ERNEST J KLASSEN		030685	11632	9468			15.00	
60-4510-550-01-	01	475041	SHARON KLIETHERMES		022685	11633	9635			12.00	
60-4510-550-01-	01	491918	GERALD E KNOFF		022185	11651	9469			22.00	
60-4510-550-01-	01	499641	KOPY EYES COMPANY	100	030485	11637	9309			6.80	
60-4510-550-01-	01	506435	LAFAYETTE CO HISTORICAL SOC		022585	11638	9505			4.50	
60-4510-550-01-	01	506435	LAFAYETTE CO HISTORICAL SOC		032085	11822	9650			57.50	
60-4510-550-01-	01	508314	EILEEN E LANGLEY		030485	11652	9605			6.00	
60-4510-550-01-	01	508314	EILEEN E LANGLEY		022285	11653	9474			7.00	
60-4510-550-01-	01	509868	THE LAWYERS CO-OPERATIVE	670001	030185	11359				46.10	
60-4510-550-01-	01	509868	THE LAWYERS CO-OPERATIVE			11974				70.00	
60-4510-550-01-	01	519138	TRI-COUNTY HIST AND MUSEUM		022585	11686	9500			21.50	
60-4510-550-01-	01	520985	LINCOLN LANCASTER CO		022085	11639	9244			32.00	
60-4510-550-01-	01	522538	MARILYN LIND		030985	11640	9683			11.95	
60-4510-550-01-	01	522538	MARILYN LIND		030785	11641	9554			23.90	
60-4510-550-01-	01	523380	CAROL MORRIS LITTLE		022085	11688	9398			23.00	
60-4510-550-01-	01	523402	LIVE STOCK STATE BANK		030985	11642	9652			22.00	
60-4510-550-01-	01	523429	LOGAN COUNTY GENEALOGICAL	546455	022785	11689	9319			14.00	
60-4510-550-01-	01	524158	LOUISIANA ST UN PRESS	62987	022085	11643	9261			18.23	
60-4510-550-01-	01	524239	DALE HOWE		021585	11690	9413			19.85	
60-4510-550-01-	01	524549	HELEN M LU		022685	11541	9512			15.00	
60-4510-550-01-	01	524611	CELDA M. LUNDIN	7957	031385	11763	9658			12.00	
60-4510-550-01-	01	530263	SUSAN HOLT MACINTIRE		022285	11691	9495			22.00	
60-4510-550-01-	01	535214	MANITOWOC COUNTY HIST SOC		022385	11692	9508			2.00	
60-4510-550-01-	01	536458	MARION COUNTY HISTORICAL	2174	031985	12018	9637			7.53	
60-4510-550-01-	01	537861	MAIN LINE BOOK COMPANY	88577B	031185	11660				117.11	
60-4510-550-01-	01	539015	MARSHALL COUNTY HISTORICAL		031885	11764	9421			40.25	

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST
60-4510-550-01-	01	539392	BERNADINE MATHU		022285	11414	9504			26.95	
60-4510-550-01-	01	539511	MAYORS OFFICE		031385	11662	9661			2.50	
60-4510-550-01-	01	542644	MRS NORMA B MCCULLOUGH		032585	12020	9735			27.00	
60-4510-550-01-	01	543268	MCDONOUGH CO GENEALOGICAL		031385	11415	9620			12.00	
60-4510-550-01-	01	543888	MCDOWELL PUBLICATIONS	5-217	022385	11416	9418			19.95	
60-4510-550-01-	01	544191	L J MCGRDY		030785	11417	9571			2.95	
60-4510-550-01-	01	545430	ELEANOR D MCSWAIN		032585	12019	9738			40.00	
60-4510-550-01-	01	546356	MECKLER PUBLISHING	16292A	030585	11823	14846			45.98	
60-4510-550-01-	01	548308	MERCER COUNTY HISTORICAL		032085	11765	9643			7.00	
60-4510-550-01-	01	548332	M E S P		020785	11604				9.98	
60-4510-550-01-	01	549452	THE MICHIE COMPANY	41759	032185	11961				65.89	
60-4510-550-01-	01	554081	MID-COLUMBIA GENEALOGICAL		031585	11766	9676			7.00	
60-4510-550-01-	01	556254	MID MISSOURI GENEALOGICAL	947	030485	11418	9494			12.50	
60-4510-550-01-	01	558885	MIFFLIN COUNTY HIST SOC		022085	11695	9379			10.50	
60-4510-550-01-	01	558966	CAROLYN MUHLBOACH		030685	11419	9566			10.00	
60-4510-550-01-	01	559008	MILESTONE PRESS		022585	11420	9350			15.00	
60-4510-550-01-	01	559962	GLEN MINER		022885	11696	9423			13.50	
60-4510-550-01-	01	560898	THE MODERN LANGUAGE	18501	030185	11421	18501			90.00	
60-4510-550-01-	01	560898	THE MODERN LANGUAGE	18502	022585	11422	PREPD			500.00	
60-4510-550-01-	01	561584	OHIO GENEALOGICAL SOCIETY		022785	11697	9318			21.00	
60-4510-550-01-	01	561703	MORGAN COUNTY HISTORICAL		031185	12022	9559			16.50	
60-4510-550-01-	01	561746	ANDREW J MORRIS		022085	11698	9369			10.00	
60-4510-550-01-	01	563218			031285	11423	9660			15.00	
60-4510-550-01-	01	563374	MOUNTAIN PRESS	10130	021185	11699	9271			73.10	
60-4510-550-01-	01	563722	JOHN C MULLINS		031585	11664	9568			20.00	
60-4510-550-01-	01	563781	MURFRESSBORO-RUTHERFORD CO		022785	11700	9463			3.00	
60-4510-550-01-	01	570486	CLARA NASH		022585	11425	9400			8.00	
60-4510-550-01-	01	572969	NATIONAL BRAILLE PRESS INC			11426	PREPD			90.00	
60-4510-550-01-	01	576670	NATIONAL GEOGRAPHIC SOCIETY		031585	11360				8.95	
60-4510-550-01-	01	587192	NATRONA COUNTY GENEALOGICAL	107	021185	11702	9249			4.75	
60-4510-550-01-	01	589209	ALICE JEAN NELSON		030685	11428	9570			20.00	
60-4510-550-01-	01	589284	SELMER NELSON		031885	11768	9657			12.00	
60-4510-550-01-	01	589357	NEW AMITY WOMEN OF CHURCH			11703	9391			6.00	
60-4510-550-01-	01	590126	NEW JERSEY POSTAL		020585	11704	PREPD			35.00	
60-4510-550-01-	01	590754	NICKELL GENEALOGICAL BOOKS		021185	11770	9304			15.00	
60-4510-550-01-	01	591351	NODAWAY CO GENEALOGICAL SOC		022585	11705	9481			6.75	
60-4510-550-01-	01	595241	NORTH CUMBERLAND HIST SOC		031185	11665	8240			19.00	
60-4510-550-01-	01	605832	LUCILLE O BRIEN		030685	11666	9358			29.50	
60-4510-550-01-	01	606227	DELRICHS HISTORICAL SOCIETY		031185	11749	9667			32.00	
60-4510-550-01-	01	606685	OHIO HISTORICAL SOCIETY	3510	031885	11772	9427			1,299.36	
60-4510-550-01-	01	606995	OLD DESTIN POST OFFICE		030585	11429	9626			8.95	
60-4510-550-01-	01	607924	OLD QUENZEL STORE	1509	031385	11430	9480			35.50	
60-4510-550-01-	01	608548	RANDY M. OLSON	293736	031185	11431	9656			19.95	
60-4510-550-01-	01	608696	ONTARIO GENEALOGICAL SOCIETY	A529	021585	11432	9270			8.00	
60-4510-550-01-	01	608696	ONTARIO GENEALOGICAL SOCIETY	A530	021585	11433	9270			10.00	
60-4510-550-01-	01	611328	ORYX PRESS	145532	022785	11361	9539			47.76	
60-4510-550-01-	01	611395	JOHN A OSTERTAG		022285	11504	9473			5.00	
60-4510-550-01-	01	611476	OWL BOOKS	55657	021585	11413	9307			13.50	
60-4510-550-01-	01	613495	PARKVIEW PUBLISHING COMPANY		030685	11435	9229			19.95	
60-4510-550-01-	01	620602	PEORIA GENEALOGICAL SOC	678	022285	11505	9354			8.00	
60-4510-550-01-	01	620912	ELIZABETH M PERINCHIEF		020785	11506	9246			6.00	
60-4510-550-01-	01	625868	ELLEN M PIEHL AG		030785	11436	9507			11.50	

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST
60-4510-550-01-	01	626481	PIKE & CALHOUN CO GEN SOC		022285	12023	8602			45.00	
60-4510-550-01-	01	632678	IRMA M PLOTT		031185	11774	9336			15.00	
60-4510-550-01-	01	633291	POLISH GENEALOGICAL SOCIETY	0019	032585	12025	9688			12.95	
60-4510-550-01-	01	644749	B PONTBRIAND	29480	022785	12024	9552			62.00	
60-4510-550-01-	01	645362	WILLIAM L POOLE		032585	12026	9716			15.00	
60-4510-550-01-	01	652474	JOHN W PRATHER	422214	022885	11437	9629			15.00	
60-4510-550-01-	01	652784	MILDRED PREISSLE		021885	11507	9497			40.00	
60-4510-550-01-	01	654639	THE PRESBYTERIAN CHURCH		030585	11438	9600			10.00	
60-4510-550-01-	01	655252	JE EM H RD		020285	11439	9325			11.00	
60-4510-550-01-	01	658979	SANBORN PARTRIDGE		040885	11890	PREPD			9.50	
60-4510-550-01-	01	673811	RAM PRESS	1272	030585	11440	9596			15.00	
60-4510-550-01-	01	674133	RAND MCNALLY & COMPANY	120337	021885	11750				368.30	
60-4510-550-01-	01	678007	RELIABLE GRAPHIC SERVICE		031185	11668	9674			21.00	
60-4510-550-01-	01	684171	THE RICHLAND COUNTY		030485	11441	9323			43.50	
60-4510-550-01-	01	684333	RIEGEL'S		032085	11362				5.90	
60-4510-550-01-	01	684791	RIPLEY CO HISTORICAL SOC			11509	9254			16.00	
60-4510-550-01-	01	687421	CHARLES D ROBBINS		022185	11510	9498			8.00	
60-4510-550-01-	01	688673	VERNON RODDY		031385	11670	9597			8.35	
60-4510-550-01-	01	689289		6	022585	11511	9531			50.00	
60-4510-550-01-	01	689580	RODGERS INDEX SERVICE		030585	11443	9638			63.00	
60-4510-550-01-	01	689580	RODGERS INDEX SERVICE		030585	11442	9621			32.50	
60-4510-550-01-	01	689890	ELLEN ROGERS		021985	11512	9330			12.00	
60-4510-550-01-	01	691755	ROGUE VALLEY		031385	11965	9675			11.00	
60-4510-550-01-	01	691755	ROGUE VALLEY		030885	11296	9573			10.50	
60-4510-550-01-	01	693618	ROSS RESEARCH	11116		11297	9547			12.80	
60-4510-550-01-	01	696161	RUSK COUNTY HISTORY BOOK		031485	11716	9509			45.00	
60-4510-550-01-	01	697176	ST. GEORGE CHURCH		022585	11968	9502			14.00	
60-4510-550-01-	01	697257			031185	11671	9499			5.00	
60-4510-550-01-	01	699195	SAN JOAQUIN GENEALOGICAL SOC		030885	12027	9453			32.50	
60-4510-550-01-	01	700428	SAN JUAN COUNTY		030685	11298	9585			10.50	
60-4510-550-01-	01	706612	SAULT AND DISTRICT BRANCH	80397	021285	11302	9242			13.20	
60-4510-550-01-	01	706612	SAULT AND DISTRICT BRANCH	80894	021285	11299	9242			13.20	
60-4510-550-01-	01	706612	SAULT AND DISTRICT BRANCH	80398	021285	11303	9242			5.40	
60-4510-550-01-	01	706612	SAULT AND DISTRICT BRANCH	80395	021285	11300	9242			13.20	
60-4510-550-01-	01	706612	SAULT AND DISTRICT BRANCH	80396	021285	11301	9242			13.20	
60-4510-550-01-	01	716553	SELBY RECORD		031985	11717	9655			12.00	
60-4510-550-01-	01	717444	SHENANDOAH HISTORY		032085	11718	9560			8.60	
60-4510-550-01-	01	727652	SILVER BURDETT COMPANY	737420	032085	11941	6611			207.55	
60-4510-550-01-	01	727652	SILVER BURDETT COMPANY	737420	032085	11960	14363			37.41	
60-4510-550-01-	01	727652	SILVER BURDETT COMPANY	432465	032185	11940	15370			15.69	
60-4510-550-01-	01	727652	SILVER BURDETT COMPANY	419652	021485	11363	15370			69.35	
60-4510-550-01-	01	727652	SILVER BURDETT COMPANY	428697	031885	11825	15370			204.30	
60-4510-550-01-	01	728101	SIMMONS HISTORICAL		022585	11515	9477			13.00	
60-4510-550-01-	01	728640	BYRON SISTLER & ASSOCIATES		030485	11306	9612			38.00	
60-4510-550-01-	01	728640	BYRON SISTLER & ASSOCIATES		031285	11305	9612			22.00	
60-4510-550-01-	01	728705	KENNETH L SMITH	5273	030885	11308	9684			11.50	
60-4510-550-01-	01	728802	SMOKY VALLEY GEN SOC		031185	11309	9607			16.00	
60-4510-550-01-	01	728845	SOCIAL ISSUES RESOURCES	84700	030485	11310				448.00	
60-4510-550-01-	01	738166	SAM SPARACIO		022085	11516	9408			30.00	
60-4510-550-01-	01	742503	STANDARD & POORS CORP	716599	030185	11921				365.00	
60-4510-550-01-	01	749451	STATE OF MARYLAND STATE	562	031385	12028	9425			1.00	
60-4510-550-01-	01	749532	STATE RECORDS CENTER &	7740	031385	12029	9679			6.75	

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST
60-4510-550-01-	01	749613	STELLA HISTORICAL SOCIETY		030585	11312	9562			16.50	
60-4510-550-01-	01	749761	STEVANUS GENEALOGY			11313	PREPD			9.75	
60-4510-550-01-	01	749842	WM R STEVENS		030585	11314	9602			11.00	
60-4510-550-01-	01	749869	MRS FRANK ROSS STEWART		030185	11720	9514			20.00	
60-4510-550-01-	01	749885	HELEN S STINSON		030585	11315				33.00	
60-4510-550-01-	01	750239	EVELYN B STOUT		021885	11517	9346			40.00	
60-4510-550-01-	01	750271	ALLEN L STRATTON		031785	12031	9693			31.50	
60-4510-550-01-	01	750301	BEN STRICKLAND		030685	11316	9644			32.00	
60-4510-550-01-	01	750387	LT COL OSCAR H STROH	193	022185	11518	9488			9.60	
60-4510-550-01-	01	751782	SULLIVAN COUNTY HISTORICAL		030585	11317	9545			12.00	
60-4510-550-01-	01	772518	SUPREME COUNCIL OF UPEC	12/85		12032	9513			6.50	
60-4510-550-01-	01	773433	SWEDISH-AMERICAN HIST SOC	913	030585	11486	9519			21.00	
60-4510-550-01-	01	774367	TACOMA-PIERCE CO GEN SOC	9349	031585	12033	9561			28.50	
60-4510-550-01-	01	790761	TEXAS A & M UNIVERSITY PRESS	95860	021985	11521	9355			18.39	
60-4510-550-01-	01	795097	THORNDIKE PRESS	38334	022585	11318	15416			26.91	
60-4510-550-01-	01	796026	THREE RIVERS		030785	11320	9588			7.50	
60-4510-550-01-	01	796336	ROBERT J THROCKMORTON		030885	11319	9681			2.50	
60-4510-550-01-	01	806854	TIME-LIFE BOOKS			11606				17.53	
60-4510-550-01-	01	808709	TINDALL BOOKS		031185	11321	9604			12.00	
60-4510-550-01-	01	809012	SAMMY TISE	1210	030985	11322	9565			14.50	
60-4510-550-01-	01	817031	TRI-STATE GENEALOGICAL		031585	11969	9672			6.50	
60-4510-550-01-	01	817341	TRIMBLE COUNTY			11323	PRDPD			15.00	
60-4510-550-01-	01	817937	NAVENA H TROXEL			11522	9520			13.00	
60-4510-550-01-	01	821055	EUGENE C TUTTLE		030485	11970	9527			32.00	
60-4510-550-01-	01	821373	TYLER COUNTY HERITAGE AND		012985	11971	8253			40.50	
60-4510-550-01-	01	824178	UNICORN VENTURES		022285	11523	9371			44.00	
60-4510-550-01-	01	825417	UNION COUNTY HISTORICAL SOC		022685	11524	9368			38.41	
60-4510-550-01-	01	833452	U.S. GEOLOGICAL SOCIETY		022785	11972	PREPD			11.75	
60-4510-550-01-	01	850233	UNIVERSITY OF TORONTO PRESS	317712	030885	11973	13185			289.10	
60-4510-550-01-	01	850233	UNIVERSITY OF TORONTO PRESS	123221	032485	11932				27.98	
60-4510-550-01-	01	850349	UNIVERSITY PRESS OF	60409	021585	11526	9263			102.29	
60-4510-550-01-	01	851337	MRS JEFF WADE, J4		030285	11975	9529			60.00	
60-4510-550-01-	01	856967	WALLACE HOMESTEAD BOOK CO	104198	110984	12042	15299			2.00	
60-4510-550-01-	01	858196	WARREN CO GENE SOCIETY	8591	030685	11976	9578			7.00	
60-4510-550-01-	01	860050	WASHBURN CO HISTORICAL		022785	11977	9538			41.00	
60-4510-550-01-	01	860670	WASHINGTON BIRTHPLACE NAT	8913	022785	11978	9362			31.19	
60-4510-550-01-	01	867497	WAYSIDE MORRISON LIONS CLUB		032785	12036	9553			6.00	
60-4510-550-01-	01	869988	LUCY PIERSON WELSH		031885	12037	9729			16.00	
60-4510-550-01-	01	871206	WEST PUBLISHING COMPANY		030585	11487				838.70	
60-4510-550-01-	01	872458	MRS WILLIAM C WEST		031985	11724	9363			19.00	
60-4510-550-01-	01	873683	WESTERN HERALDRY ORGANIZATIO		022285	11527	9475			17.50	
60-4510-550-01-	01	874922	WESTERN MICHIGAN	9016	031885	11725	9395			18.00	
60-4510-550-01-	01	877077	WHITESIDE COUNTY GENEALOGIS	1738	031985	12038	9618			27.00	
60-4510-550-01-	01	880485	WINTONBURY HISTORICAL SOC		021485	11528	9286			16.50	
60-4510-550-01-	01	884200	WRIGHT CO GENEALOGY SOC		022385	11981	9478			11.50	
60-4510-550-01-	01	884367	MRS JAMES T WRIGHT		031285	12040	9677			26.20	
60-4510-550-01-	01	884510	THE WRIGHT PRESS		030785	11982	9524			13.50	
60-4510-550-01-	01	932302	YATES PUBLISHING COMPANY		021585	11983	9224			10.00	
60-4510-550-01-	01	934089	YE OLDE GENEALOGIE SHOPPE	2413	030585	11984	9595			12.00	
60-4510-550-01-	01	935417	DENA WINSLOW YORK		022385	11986	9312			10.35	
60-4510-550-01-	01	935646	ELSIE L ZARNOWITZ		030485	12041	9633			10.00	
60-4510-550-01-	01	935867	HELEN L ZEBLEY		020685	11529	9234			17.50	

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/D	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST
60-4510-550-01-	01	939420	ZIFF DAVIS PUBLISHING CO		021885	11987				95.00	
60-4510-550-01-	01	942987	ZONDERVAN BOOKS	281391	032185	11934				11.25	
60-4510-550-01-	01	942987	ZONDERVAN BOOKS	281390	032085	11935				15.00	
60-4510-550-01-	01	942987	ZONDERVAN BOOKS	281389	032085	11933	8038			15.00	54,660.76 *
											54,660.76 **
											54,660.76 ***
											54,751.50 ****
60-4520-550-01-	01	003700	ALABAMA GENEALOGICAL		030585	11530				18.00	
60-4520-550-01-	01	004022	THE ALAN COMPANY	6006	031185	11991				7.50	
60-4520-550-01-	01	014001	THE AMERICA PRESS		031985	11993	PREPD			2.25	
60-4520-550-01-	01	014079	AMERICAN ALLIANCE	561851	031585	11676	PREPD			16.50	
60-4520-550-01-	01	019186	AMERICAN INSTITUTE OF	002641	031585	11992	PREPD			24.00	
60-4520-550-01-	01	022276	AMERICAN PSYCHOLOGICAL ASSOC	A21462	022885	11532				12.50	
60-4520-550-01-	01	025992	AMERICAN SOCIETY FOR QUALITY			11828				2.00	
60-4520-550-01-	01	027073	ARBITRON	229282	020185	11456				150.00	
60-4520-550-01-	01	028975	ART IN AMERICA			11447	PREPD			5.50	
60-4520-550-01-	01	029068	ASHRAE JOURNAL			11458				28.00	
60-4520-550-01-	01	029076	ASHTABULA COUNTY			11459				8.00	
60-4520-550-01-	01	029254	ASSOCIATION OF PROFESSIONAL	10038	110884	11989				47.50	
60-4520-550-01-	01	099007	A M BEST COMPANY	508657	031585	11598	SO			470.00	
60-4520-550-01-	01	123137	BOONE COUNTY HISTORICAL		031585	11744				5.00	
60-4520-550-01-	01	150665	BUILDING BLOCKS	3949	030685	11543				10.00	
60-4520-550-01-	01	170461	CALIFORNIA CENTRAL COAST	9508	032085	11994				8.00	
60-4520-550-01-	01	178519	CASS CO GENEALOGICAL SOCIETY		022685	11547				7.00	
60-4520-550-01-	01	182915	CHICAGO HISTORICAL SOCIETY	10075	022185	11550				3.75	
60-4520-550-01-	01	182958	CHICAGO MAGAZINE	392	032585	12000				3.25	
60-4520-550-01-	01	195715	CLARK CO HIST ASSN	14681	031885	12001				5.00	
60-4520-550-01-	01	210994	COMMON CAUSE		030485	11464	30485			12.00	
60-4520-550-01-	01	223360	CURRENT MUSICOLOGY		022285	11559				15.00	
60-4520-550-01-	01	223980	CURRICULUM INNOVATIONS INC	983RBC	031285	11680				2.00	
60-4520-550-01-	01	251534	DISSENT		031585	11741				3.50	
60-4520-550-01-	01	282464	THE ECONOMIST NEWSPAPER		020885	11565	PREPD			3.50	
60-4520-550-01-	01	288101	ESCONDIDO GENEALOGICAL		031585	12008				11.00	
60-4520-550-01-	01	288187	MRS JACK L ESHELBRENNER			11743				6.00	
60-4520-550-01-	01	326135	GENEALOGICAL SOCIETY OF NOW			11748				7.50	
60-4520-550-01-	01	349607	GUITAR PLAYER BACK ISSUES			11654	PREPD			11.00	
60-4520-550-01-	01	354155	HARVARD LAW REVIEW	11846	021385	12011				8.00	
60-4520-550-01-	01	355178	HEARST MAGAZINES		030585	11480				6.00	
60-4520-550-01-	01	377511	THE HISTORICAL ASSOCIATION			11760				25.00	
60-4520-550-01-	01	393525	HOUSTON GENEALOGICAL FORUM			11646				10.00	
60-4520-550-01-	01	408999	ILLINOIS STATE GENEALOGICAL	10299	030885	11625				12.00	
60-4520-550-01-	01	428493	INDIANA UNIVERSITY			11483				2.00	
60-4520-550-01-	01	448591	INTERNATIONAL READING			11603	PREPD			7.50	
60-4520-550-01-	01	546356	MECKLER PUBLISHING		021585	11693	PREPD			24.00	
60-4520-550-01-	01	551309	MICHIGAN LIBRARY CONSORTIUM	8607	020785	11694	PREPD			25.00	
60-4520-550-01-	01	563765	THE MUNCY HISTORICAL		010185	11424				18.00	
60-4520-550-01-	01	573582	NATIONAL COUNCIL OF TEACHER			11427				81.00	
60-4520-550-01-	01	575445	AMERICAN RIFLEMAN		032085	11767	PREPD			3.16	
60-4520-550-01-	01	585343	NATIONAL PERIODICAL LIBRAY			11701	PREPD			130.00	
60-4520-550-01-	01	590444	THE NEW YORK REVIEW OF BOOKS			12021				56.00	
60-4520-550-01-	01	605913	THE OCEANIC SOCIETY		031285	11824	PREPD			5.00	

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST
60-4520-550-01-	01	605913	THE OCEANIC SOCIETY		031385	11771	PREPD			5.00	
60-4520-550-01-	01	606847	OHIO STATE LAW JOURNAL	10955	030185	11773				18.00	
60-4520-550-01-	01	607770	THE OLD HOUSE JOURNAL			11667	PREPD			4.00	
60-4520-550-01-	01	608777	OPERA		030785	11434				46.00	
60-4520-550-01-	01	652326	PRAIRIE FARMER			11714				10.00	
60-4520-550-01-	01	653403	PRENTICE-HALL INC	4J396	031285	11484				213.00	
60-4520-550-01-	01	680648	THE RESEARCH INSTITUTE OF		031185	11715				36.00	
60-4520-550-01-	01	684643	RILA		012185	11508				151.00	
60-4520-550-01-	01	685410	ROAD & TRACK		022285	11520	PREPD			4.95	
60-4520-550-01-	01	694231	FRED B ROTHMAN & CO	146671	020885	11513				10.85	
60-4520-550-01-	01	710326	SCHOLASTIC MAGAZINES		031585	11922				47.46	
60-4520-550-01-	01	715891	SCIENCE 85		022085	11514	PREPD			2.50	
60-4520-550-01-	01	716588	SEMINAR INFORMATION SERVICE	2365	030185	11304				40.00	
60-4520-550-01-	01	728683	SMALL BUSINESS REPORT			11307				24.00	
60-4520-550-01-	01	737860	SOUTHWESTERN VIRGINIA			11719				7.50	
60-4520-550-01-	01	742503	STANDARD & POORS CORP	722100	030185	11826				128.00	
60-4520-550-01-	01	742503	STANDARD & POORS CORP	716599	030185	11917				1,355.32	
60-4520-550-01-	01	747459	STANDARD RATE & DATA SERVICE		031185	11605	RENEW			170.00	
60-4520-550-01-	01	748994	STATE FEDERATION OF		030685	11311				6.00	
60-4520-550-01-	01	749923	STONE COUNTY HISTORICAL SOC		030185	11485				40.00	
60-4520-550-01-	01	750085	STONINGTON HISTORICAL SOC		032385	12030				6.00	
60-4520-550-01-	01	772801	SUTTER-YUBA GENEALOGICAL SOC		022685	11519				8.00	
60-4520-550-01-	01	789216	TECHNOLOGY REVIEW			11721				5.00	
60-4520-550-01-	01	809942	TRANSACTION BOOKS	157900	022285	11722				18.36	
60-4520-550-01-	01	848999	UNIVERSITY OF CHICAGO	21937	021385	11525				5.50	
60-4520-550-01-	01	850209	THE UNIVERSITY OF TOLEDO LAW	516	112184	12034				16.00	
60-4520-550-01-	01	880795	WISCONSIN STATE GENEALOGICAL	1360	030185	11979				10.00	
60-4520-550-01-	01	883891	WORLD FUTURE SOCIETY	12711	031585	12039				4.25	
60-4520-550-01-	01	934976	THE YELLOWJACKET			11985				5.00	3,715.60 *
											3,715.60 **
											3,715.60 ***
											3,715.60 ****
60-4530-550-01-	01	163368	BYTREX INC	4179	030885	11349				52.10	
60-4530-550-01-	01	275964	EASTERN AUDIO	35549	022185	11755	9311			14.95	
60-4530-550-01-	01	282545	EDUCATIONAL ACTIVITIES	276352	030785	11758	9541			22.65	
60-4530-550-01-	01	349291	GRYPHON HOUSE INC	318034	031885	12012				35.80	
60-4530-550-01-	01	391050	VICTOR HOTHO & CO	69751	022585	11482	9143			13.49	
60-4530-550-01-	01	472608	KELSO INCORPORATED	33847	030785	11762				134.90	
60-4530-550-01-	01	523305	LISTENING LIBRARY INC	56853	021585	11687	9064			86.22	
60-4530-550-01-	01	534609	MAJOR VIDEO CONCEPTS INC	7504	031285	00014				65.00-	
60-4530-550-01-	01	551619	MICROAGE		030885	11663				99.85	
60-4530-550-01-	01	679402	NANCY RENFRO STUDIOS INC	0157	030485	11669	15411			72.10	
60-4530-550-01-	01	868736	WEISS ASSOCIATES INC	2063	031585	11723				16.50	
60-4530-550-01-	01	880949	WOMBAT PRODUCTIONS	12464	021385	11980	9403			953.00	
60-4530-550-01-	01	881104	WOODEN NICKEL	55494	031585	11608				131.25	
60-4530-550-01-	01	881104	WOODEN NICKEL	55500	030585	11357				89.50	
60-4530-550-01-	01	881104	WOODEN NICKEL	54738	022185	11607				556.75	
60-4530-550-01-	01	881104	WOODEN NICKEL	55401	030585	11354				65.50	
60-4530-550-01-	01	881104	WOODEN NICKEL	54742	031285	11356				280.25	

A/P MUNICIPALITY EXPENSE DISTRIBUTION

		VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-4530-550-01-	01 881104	WOODEN NICKEL	55499	030885	11355				369.75	2,929.56	*
										2,929.56	**
										2,929.56	***
										2,929.56	****
07-7730-000-01-	01 000019	FICA		040585	12081			1007	7,214.66	7,214.66	*
										7,214.66	**
										7,214.66	***
										7,214.66	****
07-7731-550-01-	01 000019	FW NATIONAL BK		041085	12091			1017	12,600.63	12,600.63	*
										12,600.63	**
										12,600.63	***
										12,600.63	****
07-7732-000-01-	01 000019	IN DEPT REVENUE		042085	12111			1037	5,698.24	5,698.24	*
										5,698.24	**
										5,698.24	***
										5,698.24	****
07-7733-000-01-	01 000019	IN DEPT REVENUE		042085	12112			1038	108.62	108.62	*
										108.62	**
										108.62	***
										108.62	****
07-7734-000-01-	01 000019	PERF		041285	12110			1036	13,721.81	13,721.81	*
										13,721.81	**
										13,721.81	***
										13,721.81	****
07-7737-000-01-	01 000019	PHP		040585	12084			1010	451.64	451.64	*
										451.64	**
										451.64	***
										451.64	****
07-7738-000-01-	01 000019	UN FOUNDERS LIFE		041285	12101			1027	55.00	55.00	*
										55.00	**
										55.00	***
										55.00	****
07-7739-000-01-	01 000019	MUTUAL		040585	12085			1011	1.96	1.96	*
										1.96	**
										1.96	***
										1.96	****
07-7743-000-01-	01 000019	WASH NATL LIFE		041285	12100			1026	67.92	67.92	*
										67.92	**
										67.92	***
										67.92	****
										225,125.80	*****

DIST NUMBER	CO	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
01-6091-000-02-	01	000019	SUMMIT BK		040485	12080			1006	810.00		
01-6091-000-02-	01	000019	SUMMIT BK		041185	12096			1022	753.00		
											1,563.00	*
											1,563.00	**
											1,563.00	***
											1,563.00	****
											1,563.00	*****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-2243-484-41-	01	137979	BRINGHAM YOUNG UNIVERSITY	872224	031285	11751				251.43	251.43	*
											251.43	**
											251.43	***
											251.43	****
60-3321-487-41-	01	440558	INSTANT COPY OF INDIANA INC	73240	031885	11618	20381			22.00	22.00	*
											22.00	**
											22.00	***
											22.00	****
60-4510-455-41-	01	351458	G K HALL & COMPANY	13037	030885	11672	15415			12.20	12.20	*
											12.20	**
											12.20	***
60-4510-462-41-	01	795097	THORNDIKE PRESS	38334	022585	11318	15416			25.11	25.11	*
											25.11	**
											25.11	***
60-4510-485-41-	01	054453	BAKER & TAYOR COMPANY	38038	020885	11684				75.00		
60-4510-485-41-	01	059404	BAKER & TAYLOR COMPANY	87955	031285	11685				28.71		
60-4510-485-41-	01	795097	THORNDIKE PRESS	38334	022585	11318	15416			103.19	206.90	*
											206.90	**
											206.90	***
											244.21	****
											517.64	*****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3511-488-43-	01	603902	NORTHERN INDIANA PUBLIC			11957				1.39		
60-3511-488-43-	01	603902	NORTHERN INDIANA PUBLIC			11371				1.26		
60-3511-488-43-	01	603902	NORTHERN INDIANA PUBLIC			11956				53.02		
60-3511-488-43-	01	603902	NORTHERN INDIANA PUBLIC			11370				78.68		
											134.35	*
											134.35	**
											134.35	***
											134.35	****
60-3521-488-43-	01	000019	I & M		041285	12098		1024		112.18	112.18	*
											112.18	**
											112.18	***
											112.18	****
											246.53	*****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-4510-550-44-	01	435600	INGRAM			12069				2,189.21		
60-4510-550-44-	01	544507	MCNAUGHTON BOOK SERVICE	23872	031385	12070				8,485.95		
											10,675.16	*
											10,675.16	**
											10,675.16	***
											10,675.16	****
60-4530-550-44-	01	534609	MAJOR VIDEO CONCEPTS INC			12068				250.38		
											250.38	*
											250.38	**
											250.38	***
											250.38	****
											10,925.54	*****

DIST NUMBER	BR	VENDOR	VENDOR NAME	INV	INV DT	VCHR	P/O	DUE DT	CHECK	DIST AMOUNT	TOTAL FOR DIST	
60-3963-432-46-	01	606065	OCLC INC	200423		11880				45,870.50	45,870.50	*
											45,870.50	**
											45,870.50	***
											45,870.50	****
											45,870.50	*****

**** END OF MONTH PROCESSING **** *** BRANCH 01 TOTALS ***

284,399.01 EXP DIST ACCUM

CASH DISBURSEMENT ENTRIES

A/P	DISCOUNT	CASH	
335,007.16	.00	335,007.16	CHECKS WRITTEN

ADP G/L INTERFACE CONTROL TOTALS

G/L CLIENT	JOUR SOURCE	G/L NUM	AMOUNT	DESCRIPTION
70180	CD	05750100001	335,007.16	CASH DISB 04/25
70180	CD	01601100001	.00	CASH DISB 04/25
70180	CD	01601100001	335,007.16-	CASH DISB 04/25
70180	AP	TOTALEXPENSE	284,399.01	TOTAL EXPENSES
70180	AP	05750100001	284,399.01-	PURCHASES 04/25
70180	AP	01600000000	.00	SUSPENSE ACCT TOTAL
			935	TOTAL CARDS PUNCHED

STARTING CHECK NO. 100792 ** ENDING CHECK NO. 101326

*** CLIENT 86A TOTALS ***

VM3100

284,399.01 EXP DIST ACCUM

CASH DISBURSEMENT ENTRIES

A/P	DISCOUNT	CASH	
335,007.16	.00	335,007.16	CHECKS WRITTEN

ACPL
LLEN COUNTY
IBLIC LIBRARY
0 WEBSTER STREET
RT WAYNE, INDIANA
802: (219) 424-7241
LING ADDRESS: BOX 2270
RT WAYNE, INDIANA 46801

k J. Ashton
director

17 May 1985

To: All Library Board Members

From: Rick Ashton

Re: 23 May 1985 Regular Board Meeting

The Board of Library Trustees will meet at 3:00 p.m. on Thursday 23 May at the Little Turtle Branch Library, 2201 Sherman Boulevard. The enclosed materials are provided for your preparation for the meeting. Please note that agenda items 5 and 6 relate to the branch consultants' recommendations and branch planning and service matters.

ACPL
LLEN COUNTY
UBLIC LIBRARY
) WEBSTER STREET
RT WAYNE, INDIANA
802: (219) 424-7241
LING ADDRESS: BOX 2270
RT WAYNE, INDIANA 46801

k J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Little Turtle Branch Library
2201 Sherman Boulevard
Fort Wayne, Indiana
3:00 p.m.
Thursday, 23 May 1985

1. Adoption of the agenda.

2. Approval of the minutes of the 25 April 1985 regular Board meeting.

3. Reception of the financial report of 30 April 1985.

4. Report of the Director.

   a. Library use through 30 April 1985.

   b. Summer reading program plans and preparations.

   c. Foellinger Foundation grant to the Allen County Public Library Foundation.

   d. Other.

5. Approval of proposed plan for the Northeast Region for the delivery of branch and bookmobile services.

6. Approval of the following changes in the authorized staffing table:

Georgetown	#122 Grade 3 Clerk	.5 fte	$5170.26
	#123 Grade 3 Clerk	.5 fte	$5170.26
	#124 Grade 3 Clerk	.5 fte	$5170.26
New Haven	#183 Grade 3 Clerk	.5 fte	$5170.26
Tecumseh	#213 Grade 3 Clerk	.5 fte	$5170.26

7. Reception of automation progress report and approval of timetable for automation-related activities.

8. Approval of proposed timetable for adoption of the 1986 budget.

9. Approval of proposed joint promotional activity with Abby Brown's Sweet Shop.

10. Acceptance of the resignation of Rick Ashton as Director of the Allen County Public Library.

11. Decisions concerning a course of action for filling the position of Director.

12. Approval of the following salaried appointments:

William Davis	#520	Security Services Manager	1.0 fte	$17,856.68
Michael Mask	#471	Leadperson, Housekeeping Services	1.0 fte	$10,352.64
Susan Hunt	#150	Little Turtle Branch Manager	1.0 fte	$22,328.80
Sherri Mrozowski	#180	New Haven Branch Manager	1.0 fte	$21,067.97

13. Approval of payment of the following bills:

March miscellaneous checks	$102,346.25
Second half April miscellaneous checks	35,266.37
May miscellaneous checks	72,374.07
Accounts Payable - May	191,891.29
TOTAL	$401,877.98

14. Other business.

15. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

23 May 1985

The Board of Library Trustees of the Allen County Public Library met in regular session at the Little Turtle Branch Library at 3:00 p.m. on 23 May 1985. Members present: Rae Gates, Patricia Beers, Lu Ann Beaman, Alan McMahan, James Ganaway, Mary Koehlinger, Zohrab Tazian. Members absent: None. Mrs. Gates presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.

2. Approval of the minutes of the 25 April 1985 regular Board meeting. The Board approved the minutes as circulated.

3. Reception of the financial report of 30 April 1985. The Board received the report as presented.

4. Report of the Director. In the absence of Rick Ashton, Steven Fortriede presented the report of the Director with assistance from the other Division Managers.

a. Library use through 30 April 1985. Circulation for April was 201,058, a record. Circulation year-to-date is 808,045, up 8.82% over the same period for 1984, and up 60% since 1980. A door count survey revealed that 78,721 patrons came into the Main Library during April and 303,752 patrons came into the Main Library year-to-date. 30% of those coming in are here for something other than a book or to ask a reference question. This information was supplied by Steve Fortriede.

b. Summer Reading program plans and preparations. This report was

presented by Sheldon Kaye. He reported that registration for the summer reading program had started on May 20. Calendars were distributed which showed events listed for all agencies. The young adults' summer reading program will be active at all agencies this year, as well as the children's program. There will be a category for pre-readers this year, as well as readers. The final event of the summer reading program will be a performance by Eiffel Plasterer, the Wizard of Bubbles.

c. Foellinger Foundation grant to the Allen County Public Library Foundation. Gail Milne reported that the Foellinger Foundation has presented a grant of $150,000 to the Allen County Public Library Foundation. This grant, added to the $75,000 donation from the Friends of the Allen County Public Library gives the Foundation matching campaign a total of $225,000 to date.

d. Other. Gail Milne also reported that the Friends of the Allen County Public Library held their annual meeting on 15 May 1985. The following officers were elected to serve for the coming year: Michael Horton, President; Anne Richard, Vice-President; Paul Deal, Treasurer; Madonna Welling, Secretary; and Cheryl Hackworth and James Coday, new Board members.

5. Approval of proposed plan for the Northeast Region for the delivery of branch and bookmobile services. Sheldon Kaye presented the proposed plan for the Northeast region, taking from the consultants' plan the parts that could be implemented without involving the closing of branches. The proposed plan would use staff differently, would involve affiliating branches, and would involve adjusting hours and staff workloads.

After discussion, the plan was tabled until the June meeting and the staff was asked to attempt to provide a traffic count of patrons who use the Tecumseh Branch and the New Haven Branch on Saturdays.

6. Approval of the following changes in the authorized staffing table:

Georgetown	#122	Grade 3	Clerk	.5 fte	$5170.26
Georgetown	#123	Grade 3	Clerk	.5 fte	$5170.26
Georgetown	#124	Grade 3	Clerk	.5 fte	$5170.26
New Haven	#183	Grade 3	Clerk	.5 fte	$5170.26
Tecumseh	#213	Grade 3	Clerk	.5 fte	$5170.26

The addition of these 5 part-time positions would involve cross-training of the personnel to accept responsibility within each of the three branches, to fill in as substitutes when staff are out for meetings, illness, vacation, or other at any of the three branches or on the bookmobiles assigned to the Georgetown Branch. The changes were approved as listed.

Mrs. Gates recognized a motion that the Board reconsider agenda item #5. The motion was voted on and carried. Further discussion of the proposed Northeast Region plan for the delivery of branch and bookmobile services was held. The plan was approved, with the exception of the section dealing with Saturday closings at the New Haven and Tecumseh branches and dealing with operating hours per week at all of the northeast branches. The Board suggested that further study be done on the section dealing with operating hours and Saturday closings, perhaps using a patron survey or some type of community input.

7. Reception of automation progress report and approval of timetable for automation-related activities. Luana Stanley presented the automation

progress report and a proposed timetable for automation-related activities. The timetable was approved as presented.

8. Approval of proposed timetable for adoption of the 1986 budget. Douglas Lehman explained the 1986 budget timetable. It was approved as presented. The date for the Board work session was set for 11 July 1985 at 1:00 p.m. in the Board Room of the Main Library.

9. Approval of proposed joint promotional activity with Abby Brown's Sweet Shop. Sheldon Kaye explained that Abby Brown's Sweet Shop would provide gift certificates redeemable for candy at Abby Brown's for use by the Tecumseh Branch Library in the summer reading program, in consideration for recognition of Abby Brown's contribution. The Board approved the joint promotional activity as presented.

10. Acceptance of the resignation of Rick J. Ashton as Director of the Allen County Public Library. Mrs. Gates read to the Board the resignation of Dr. Rick J. Ashton as Director of the Allen County Public Library. The Board accepted the resignation as offered.

11. Decisions concerning a course of action for filling the position of Director. The decision was made to hold a special executive session to decide how to proceed to fill the position of Director of the Allen County Public Library. Mrs. Gates will communicate with Katherine Smith, Secretary to the Director and clerk to the Board, as to when and where this special Board meeting will be held.

12. Approval of the following salaried appointments:

William Davis	#520	Security Services Manager	1.0 fte	$17,856.68
Michael Mask	#471	Leadperson, Housekeeping Services	1.0 fte	$10,352.64
Susan Hunt	#150	Little Turtle Branch Manager	1.0 fte	$22,328.80
Sherri Mrozowski	#180	New Haven Branch Manager	1.0 fte	$21,067.97

The appointments were approved as listed.

13. Approval of payment of the following bills: Steven Fortriede certified that the following claims were true and correct and supported by itemized invoices or other equivalent documentation. The Board approved payment of the bills as follows:

March miscellaneous checks	$102,346.25
Second half April miscellaneous checks	35,266.37
May miscellaneous checks	72,374.07
Accounts payable - May	191,891.29
TOTAL	$401,877.98

14. Other business.

a. Approval of changing the location of the June 27 regular Board meeting from the Tecumseh Branch Library to the Board Room of the Main Library to accomodate an automation demonstration. The Board approved the changing of the location of this meeting.

b. Alan McMahan moved that the Board appoint Steven Fortriede as acting Director of the Allen County Public Library until a Director is appointed. This appointment would be effective following Dr.

Ashton's last day as Director on June 28, 1985. The Board unanimously approved the appointment.

15. Adjournment. The Board adjourned.

AGENDA ITEM 5
Requested Action: Approval

THE NORTHEAST REGION FOR THE DELIVERY OF BRANCH AND BOOKMOBILE SERVICES

Branch Library Service Plan Recommended for Allen County Public Library, For Wayne Indiana by Lester E. Stoffel and Robert H. Rohlf:

"The first direction the Allen County Library must take is to specifically define the role of a branch. Is a branch really meant to be a mini-library, and are all branches to be somewhat the same in scope except varying in size, etc.? Or should there be varying types of branches with differing sizes and scope of collection, not unlike the retail concept?" (p. 4)

"Our recommendation (is) that you continue your tiered approach but develop it much more extensively than it has been to date. We recommend that you develop three regional libraries as administrative and service areas, not just three regional areas for bookmobile service. These would become three separate administrative areas with the staff within each region meeting regional service demands and over a period of time, regional staffs could be cross-trained so they could be virtually interchangeable between the libraries within their region." (p.11)

The Northeast region of Allen County represents an opportunity to implement some key elements of the report. This area is defined by the Saint Joseph River on the north and west, the Penn Central Railroad tracks on the south, and the Indiana State Line on the east. It includes the New Haven, Harlan, Woodburn, Tecumseh, and Georgetown branches. Georgetown is the regional headquarters.

Reading Center Branch

The purpose of a Reading Center Branch is to provide popular, high circulation

materials intended to meet recreational and the most popular informational needs of adults and juveniles. Juvenile circulation will be greater than adult circulation. Reading Center Branches will deal primarily with print material. The collection of a Reading Center Library is not intended to support the research needs of students or adults. The collection will include only a few basic, general reference books.

Community Library Branch

The primary purpose of a Community Library Branch is to provide popular, high circulation materials intended to meet recreational and most popular informational needs of adults, students (to high school), and juveniles. There will be a relatively small core collection of standard titles. Adult circulation will be greater than juvenile circulation. While a Community Library Branch will deal primarily with print material, the collection will also include a modest selection of circulating sound recordings and framed art prints. The collection of the Community Library Branch will support some supplementary elementary school research needs but will not support all or even most of the research needs of high school students. Adults will find non-fiction materials to keep them informed on currently popular topics and to help them with day-to-day living questions (cookbooks, 'how-to-do-it,' home and auto repair, etc.). There will be a basic reference collection.

Community Library Branches will act as back up to Reading Center Branches with regard to administration, resource sharing, and reference.

Regional Branch Libraries

The primary purpose of a Regional Branch Library is to provide popular, high circulation materials intended to meet the recreational and most popular informational needs of adults, students (through high school) and juveniles. The collection will be oriented towards high demand material in multiple copies

when appropriate but will also have a core collection of standard titles. The size, nature, and depth of the collection will support the needs of both the regular patrons of the branch and the patrons of the other branches in the region. The amount of adult and juvenile circulation will be about equal.

While the Regional Library collection will be primarily print oriented, it will also have some popular audio-visual formats, such as sound recordings and framed art prints. It will be the branch experimenter of other AV formats for the region.

The collection of the regional library will support much but not all research needs of students through high school. Adults will find non-fiction materials to keep them informed on currently popular topics and to help them with day-to-day living questions (cookbooks, 'how-to' books, home and auto repair, etc.). The collection will also address some basic informational needs of small businesses and professions.

There will be a reference collection that is more extensive than at the community library level.

Regional Branch Libraries will act as back-up to community and reading center libraries.

Quantitative Descriptions

	Regional	Community	Reading Center
Population served	50,000 -	12,000 - 30,000	Up to 12,000
Collection size	Approx. 60,000	20,000 - 40,000	Approx. 10,000
Size of staff	Approx. 5.5 - 10 FTE	3.5 - 5 FTE	1-2
Annual circulation	180,000 - 400,000	90,000 - 150,000	20,000 - 50,000
Hours open/week	60	50	36

Implementation

Benefits of a regional approach to branch library organization

1. Staffing - more flexibility and also opportunities for job enrichment through working in different settings.

2. Programming - opportunities to coordinate programs throughout the region and to use programming resources efficiently.

3. Resource sharing and backup - insofar as is possible in our current manual circulation control, there are great opportunities for material to move more freely from branch to branch. There are also opportunities to handle more reference questions locally.

4. Promotion - there are opportunities to promote programs and services developed in a coordinated way among branch libraries in a region.

Stoffel and Rohlf, page 4:

"We believe that the open hours of public service currently maintained by the Allen County branch system are far too great for the size of the staff and also for the size and scope of some of the branch libraries."

"We are recommending that hours be established by grades of libraries. Those hours would be 60 hours per week for the largest libraries, 50 hours per week for middle sized libraries, and a maximum of 36 hours per week for the small libraries." (p. 6)

"We are recommending a staff workload range... included in Chart D." (p.8).

Chart D

RECOMMENDED STAFF WORK LOADS

-Clerical staff workload for circulation --

Depending on building configuration, local conditions, etc. --

Efficient range - 38,000 - 44,000 circulation annually per f.t.e.

-Professional information contacts per year --

Efficient range - 7,900 - 9,100 annually per f.t.e.

-Staff work load, professional and clerical measured by circulation:

variable is professional --

clerical ratio - 24,000 to 30,000 annually

Hours and Staffing Proposals:

Hours

We recommend a 60 hour week for Georgetown Branch Library. The branch would remain open six days per week, but would open at 10 a.m. each day instead of 9 a.m. each day.

We recommend reducing the hours at the Tecumseh Branch and the New Haven Branch from their current levels of approximately 60 hours to 49 hours per week. These 49 hours would be distributed as follows: Monday, Tuesday, Wednesday, 10 a.m. to 9 p.m. Thursday and Friday, 10 a.m. to 6 p.m. Saturday hours at both branches would be discontinued. Ample branch service would remain available at Georgetown on Saturdays. The two branches currently have low or only average circulation on Saturdays, and scheduling of staff generally requires some staff members to work nearly every Saturday.

We are recommending the following hours and schedule for the Woodburn and Harlan branches.

		Hours
Monday	Noon - 5:00, 6:00 - 9:00 p.m.	8
Tuesday	9:00 a.m - Noon	3
Wednesday	Noon - 5:00, 6:00 - 9:00 p.m.	8
Thursday	9:00 a.m. - Noon, 1:00 - 6:00 p.m.	8
Friday	9:00 a.m. - Noon, 1:00 - 6:00 p.m.	8
		35 hours

Staffing

We recommend adding five 20-hour (2.5 FTE) grade level 3 positons to the northeast region. While these staff will have a branch assignment, they will be cross-trained to work in the Georgetown, New Haven, and Tecumseh branches.

Usual branch assignments will call for one person to be assigned to Tecumseh,

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BLIC LIBRARY
VEBSTER STREET
WAYNE, INDIANA
2: (219) 424-7241
G ADDRESS: BOX 2270
WAYNE, INDIANA 46801

I. Ashton
rector

AGENDA ITEM 6
Requested Action: Approval

Implementation of the branch consultants' recommendations to continue with the regionalization of branch administration and to balance staff workload will result in the addition of the following positions in the northeast region:

Georgetown	#122	Grade 3 Clerk	.5 fte	$5170.26
	#123	Grade 3 Clerk	.5 fte	$5170.26
	#124	Grade 3 Clerk	.5 fte	$5170.26
New Haven	#183	Grade 3 Clerk	.5 fte	$5170.26
Tecumseh	#213	Grade 3 Clerk	.5 fte	$5170.26

Total Annual Cost: $25,851.30

Total Actual 1985 Cost: $9,443.00

Agenda Item # 7
Requested Action: Reception of automation progress report and approval of timetable for automation-related activities.

TIMETABLE FOR AUTOMATION POLICY COMMITTEE

Task No.	Date	Action/Responsibility
1	18 Apr 85 9:00 a.m. Bd Room	Initial meeting of Automation Policy Committee - Automation Policy Committee, Automation Project Manager, Library Director
2	25 Apr 85 3:00 p.m. New Haven	Report to Board of Library Trustees on meeting of Automation Policy Committee - Automation Policy Committee Chair, Automation Project Manager
3	7 May 85 3:30 p.m. Bd Room	Develop timetable for automation decision-making - Automation Policy Committee, Automation Project Manager, Library Director
4	7 May 85	Review Executive Summary of Recommendations and Plans... document - Automation Project Manager, Automation Policy Committee, Library Director
5	16 May 85 3:30 p.m. Bd Room	Review impact of automation on staff and staffing - Automation Project Manager, Automation Policy Committee, Library Director
6	23 May 85 3:00 p.m. Little Turtle	Report to Board of Library Trustees on meetings of Automation Policy Committee - Automation Policy Committee Chair, Automation Project Manager
7	3 Jun 85 9:00 a.m. Bd Room	Review manual and automated systems at ACPL - Automation Project Manager, Automation Policy Committee, Library Director
8	3 Jun 85	Review start-up costs - Automation Project Manager, Automation Policy Committee, Library Director
* 9	17 Jun 85 9:00 a.m. Bd Room	Discuss unforeseen difficulties/benefits of automation - I-MCPL Direcor (Ray Gnat), Automation Project Manager, Automation Policy Committee, Library Director, Automation Advisory Committee
10	27 June 85 3:00 p.m. Bd Room	Report to Board of Library Trustees on meetings of Automation Policy Committee - Automation Policy Committee Chair, Automation Project Manager
* 11	27 June 85 4:00 p.m. Mtg Room 3	Demonstrate GEAC system - INCOLSA (Barbara Markuson), Automation Project Manager, Board of Library Trustees, Automation Advisory Committee

# 12	28 Jun 85 9:00 a.m. Lwr Audit	Meet with area libraries on "clustering" concept in automation - INCULSA (Barbara Markuson), Automation Policy Committee, Automation Project Manager, Library Director, Automation Advisory Committee
13	25 Jul 85 3:00 p.m. Monroeville	Report to Board of Library Trustees on meetings of Automation Policy Committee - Automation Policy Committee Chair, Library Director
14	12 Aug 85 9:00 Bd Room	Review of system selection process - Automation Project Manager, Automation Policy Committee, Library Director
15	12 Aug 85	Review implementation process - Automation Project Manager, Automation Policy Committee, Library Director
16	22 Aug 85 3:00 p.m. Bd Room	Report to Board of Library Trustees on meetings of Automation Policy Committee - Automation Policy Committee Chair, Automation Project Manager
# 17	10 Sep 85 9:00 a.m. Bd Room	Draft statement of Board of Library Trustees Plan and Commitment for Automation at ACPL - Automation Project Manager, Automation Policy Committee, Library Director, Automation Advisory Committee
* 18	26 Sep 85 3:00 p.m. Harlan	Discuss funding/bonding process - Outside Resource, Board of Library Trustees, Library Director, Division Managers, Automation Advisory Committee
19	26 Sep 85	Report to Board of Library Trustees on meetings of Automation Policy Committee - Automation Policy Committee Chair, Automation Project Manager
# 20	8 Oct 85 9:00 a.m. Mtg Room 2	Revise draft statement of Board of Library Trustees Plan and Commitment for Automation at ACPL for Board approval - Automation Project Manager, Automation Policy Committee, Library Director, Automation Advisory Committee
21	24 Oct 85 3:00 p.m. Georgetown	Present Automation Plan and Commitment statement to Board of Library Trustees for adoption - Automation Policy Committee Chair, Automation Project manager, Automation Advisory Committee

* Meetings of interest to the full Board of Library Trustees and other Division Managers.

\# Possible date/time changes need to be made.

AGENDA ITEM 8
Requested Action: Adoption

PROPOSED BUDGET TIMETABLE

27 June	Regular Board Meeting: Staff presents preliminary budget, levy, and tax rate proposals.
July	Board work session on budget, date to be determined.
25 July	Regular Board Meeting: Adoption of resolution to advertise budget, levy, and tax rate.
1 August	First publication of budget, levy, and tax rate.
8 August	Second publication of budget, levy, and tax rate.
22 August	Public hearing on budget, levy, and tax rate.
29 August	Regular Board Meeting: Adoption of budget, levy, and tax rate.
9-11 September	Review of budget and rate by County Tax Adjustment Board.
30 September	Last date to file any appeals with the State Board of Tax Commissioners.

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ADDRESS: BOX 2270
AYNE, INDIANA 46801

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AGENDA ITEM 9
Requested Action: Approval

PROPOSED JOINT PROMOTIONAL ACTIVITY

The staff proposes a joint promotional activity with Abby Brown's Sweet Shop. The promotion will take the form of gift certificates worth $10 to $15 in candy for the top readers in the summer reading program at the Tecumseh Branch Library. Abby Brown's Sweet Shop will receive promotional consideration at the Tecumseh Branch, and the Tecumseh Branch Library will have available additional special prizes for some summer reading program participants.

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900 WEBSTER STREET
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FORT WAYNE, INDIANA 46801

Rick J. Ashton
Director

18 May 1985

Mrs. Rae Gates, President
Board of Library Trustees
Allen County Public Library

Dear Rae:

Please accept my resignation as Director of the Allen County Public Library, effective 25 July 1985.

I have accepted a new position as City Librarian of the Denver Public Library.

My five years as Director of the Allen County Public Library have been a time of rapid personal growth and great personal satisfaction for me. The marvelous support provided by you and all the members of the Board of Library Trustees has made my work a joy. The energy, enthusiasm, creativity, and loyalty of the Library staff have been unparallelled, and the community response has been tremendous.

The Allen County Public Library has been a marvelous experience. Now it is time for me and my family to accept new challenges and opportunities.

Because I will be using accumulated vacation time for moving to Denver, my last day on the job in Fort Wayne will be Friday, 28 June.

With heartfelt thanks,

Sincerely,

Rick J. Ashton
Director

rja/tbh

14. Other business.

a. Approval of changing the location of the June 27 regular Board meeting from the Tecumseh Branch Library to the Board Room of the Main Library.

112 SALARIED EMPLOYEES	2,297,500.00	162,023.20	161,896.44	162,242.93	163,369.78	245,685.19	895,217.54	42.50		38.97	1,402,082.46	33,668.46	1,368,414.00
115 HOURLY EMPLOYEES	503,900.00	38,028.39	38,236.18	38,245.71	37,854.11	57,619.27	209,983.66	9.97		41.67	293,916.34	8,498.45	285,417.89
117 SUMMER EMPLOYEES	83,100.00	0.00	0.00	42.25	0.00	3,684.42	3,726.67	0.18		4.48	79,373.33	2,457.28	76,916.05
119 TEMPORARY EMPLOYEES	0.00	999.36	1,905.25	2,144.99	3,327.19	2,208.68	10,585.47	0.50			(10,585.47)	1,232.95	(11,818.42)
110 TOTAL WAGES & SALARIES	2,884,500.00	201,050.95	202,037.87	202,675.88	204,551.08	309,197.56	1,119,513.34	53.15	17.92	38.81	1,764,786.66	45,857.14	1,718,929.52
121 EMPLOYER FICA	203,000.00	20,946.30	14,388.97	14,366.69	13,092.77	14,471.92	77,266.65	3.67	(2.30)	38.06	125,733.35	7,229.56	118,503.79
122 UNEMPLOYMENT COMP	8,000.00	577.00	288.00	330.98	421.07	1,072.00	2,689.05	0.13	(57.32)	33.61	5,310.95	1,072.00	4,238.95
123 EMPLOYER PERF	103,000.00	20,684.13	0.00	0.00	8,355.14	0.00	29,039.27	1.38	(9.91)	28.19	73,960.73	7,760.06	66,200.67
124 GROUP INSURANCE	174,149.00	10,260.24	11,962.27	15,634.72	7,677.98	17,771.19	63,306.40	3.01	43.44	36.35	110,842.60	8,846.05	101,996.55
120 TOTAL BENEFITS	488,149.00	52,467.67	26,639.24	30,332.39	29,546.96	33,315.11	172,301.37	8.18	6.52	35.30	315,847.63	24,907.67	290,939.96
TOTAL PERSONAL SERVICES	3,372,449.00	253,518.62	228,677.11	233,008.27	234,098.04	342,512.67	1,291,814.71	61.33	16.26	38.30	2,080,634.29	70,764.81	2,009,869.48
212 PRINTING SUPPLIES	30,000.00	788.46	712.69	5,783.86	5,669.76	3,265.68	16,220.45	0.77	72.89	54.07	13,779.55	1,718.55	12,061.00
213 OFFICE STATIONERY	20,000.00	314.94	22.92	2,121.35	1,528.34	676.32	4,663.87	0.22	(9.87)	23.32	15,336.13	588.22	14,747.91
210 OFFICE SUPPLIES	50,000.00	1,103.40	735.61	7,905.21	7,198.10	3,942.00	20,884.32	0.99	43.47	41.77	29,115.68	2,306.77	26,808.91
221 CLEANING SUPPLIES	20,000.00	899.70	865.80	3,114.23	997.29	427.67	6,304.69	0.30	65.85	31.52	13,695.31	207.15	13,488.16
222 FUEL, OIL,& LUBRICANTS	40,000.00	1,460.07	2,275.70	3,313.29	2,773.04	1,410.84	11,232.94	0.53	(39.81)	28.08	28,767.06	0.00	28,767.06
223 OTHER SUPPLIES	95,000.00	1,717.35	6,809.84	7,281.81	10,706.85	5,838.46	32,354.31	1.54	5.07	34.06	62,645.69	6,539.61	56,106.08
220 OPERATING SUPPLIES	155,000.00	4,077.12	9,951.34	13,709.33	14,477.18	7,676.97	49,891.94	2.37	(6.32)	32.19	105,108.06	6,746.76	98,361.30
231 BUILDING SUPPLIES	33,000.00	15.75	207.84	60.75	297.25	1,371.55	1,953.14	0.09	(93.59)	5.92	31,046.86	271.74	30,775.12
233 REPAIR PARTS/SUPPLIES	16,000.00	743.64	278.47	1,296.13	1,097.92	1,172.26	4,588.42	0.22	(48.91)	28.68	11,411.58	905.38	10,506.20
230 MAINTENANCE SUPPLIES	49,000.00	759.39	486.31	1,356.88	1,395.17	2,543.81	6,541.56	0.31	(83.41)	13.35	42,458.44	1,177.12	41,281.32
TOTAL SUPPLIES	254,000.00	5,939.91	11,173.26	22,971.42	23,070.45	14,162.78	77,317.82	3.67	(27.90)	30.44	176,682.18	10,230.65	166,451.53
311 CONSULTING SERVICES	20,000.00	195.20	44.00	6,781.53	5,835.36	3,569.59	16,425.68	0.78	(8.93)	82.13	3,574.32	0.00	3,574.32
312 BUILDING SERVICES	10,000.00	1,440.00	0.00	0.00	994.00	0.00	2,434.00	0.12	113.51	24.34	7,566.00	0.00	7,566.00
313 LEGAL SERVICES	4,000.00	149.50	0.00	362.50	0.00	0.00	512.00	0.02	(14.38)	12.80	3,488.00	0.00	3,488.00
314 OTHER PROFESSIONAL	3,500.00	36.00	148.51	210.60	8.00	255.00	658.11	0.03	(65.21)	18.80	2,841.89	0.00	2,841.89
310 PROFESSIONAL SERVICES	37,500.00	1,820.70	192.51	7,354.63	6,837.36	3,824.59	20,029.79	0.95	(7.60)	53.41	17,470.21	0.00	17,470.21
321 TELECOMMUNICATIONS	80,000.00	3,192.95	4,342.14	4,654.27	4,500.34	9,297.27	25,986.97	1.23	62.27	32.48	54,013.03	0.00	54,013.03
322 POSTAGE	48,000.00	196.39	5,293.78	5,413.28	363.14	5,255.66	16,522.25	0.78	22.11	34.42	31,477.75	0.00	31,477.75
323 TRAVEL EXPENSE	13,000.00	984.32	0.00	473.36	1,423.40	2,762.09	5,643.17	0.27	61.52	43.41	7,356.83	0.00	7,356.83
324 TRAINING & DEVELOPMENT	11,000.00	507.50	0.00	833.00	1,198.50	868.95	3,427.95	0.16	(5.88)	31.16	7,572.05	0.00	7,572.05
325 FREIGHT	300.00	42.13	0.00	60.60	70.00	0.00	172.73	0.01	(57.10)	57.58	127.27	0.00	127.27
320 COMMUNICATION SERVICES	152,300.00	4,923.29	9,635.92	11,434.51	7,555.38	18,203.97	51,753.07	2.46	39.56	33.98	100,546.93	0.00	100,546.93
331 ADVERTISING	2,200.00	305.60	191.70	16.00	366.95	309.95	1,190.20	0.06	217.44	54.10	1,009.80	0.00	1,009.80
332 OUTSIDE PRINTING	1,500.00	390.42	56.00	674.50	1,156.72	4,766.43	7,044.07	0.33		469.60	(5,544.07)	4,715.75	(10,259.82)
330 PRINTING & ADVERTISING	3,700.00	696.02	247.70	690.50	1,523.67	5,076.38	8,234.27	0.39	2,096.16	222.55	(4,534.27)	4,715.75	(9,250.02)
342 INSURANCE	38,000.00	175.00	95.00	(40.00)	0.00	971.00	1,201.00	0.06		3.16	36,799.00	0.00	36,799.00
340 TOTAL INSURANCE	38,000.00	175.00	95.00	(40.00)	0.00	971.00	1,201.00	0.06	230.85	3.16	36,799.00	0.00	36,799.00
351 UTILITIES-NATURAL GAS	93,000.00	9,337.50	10,735.85	11,315.12	15,841.57	3,835.28	51,065.32	2.42	7.01	54.91	41,934.68	0.00	41,934.68
352 UTILITIES-ELECTRIC	274,000.00	16,412.96	21,538.46	22,975.05	19,399.20	22,560.98	102,886.65	4.88	5.79	37.55	171,113.35	0.00	171,113.35
353 UTILITIES-WATER	7,000.00	634.20	169.97	379.39	286.79	37.25	1,507.60	0.07	(8.35)	21.54	5,492.40	0.00	5,492.40
354 WASTE DISPOSAL	7,000.00	391.37	101.26	287.54	193.87	126.42	1,100.46	0.05	(48.59)	15.72	5,899.54	0.00	5,899.54
350 UTILITY SERVICES	381,000.00	26,776.03	32,545.54	34,957.10	35,721.43	26,559.93	156,560.03	7.43	5.24	41.09	224,439.97	0.00	224,439.97
361 BUILDINGS-REPAIR	107,000.00	8,349.68	678.09	6,552.45	3,801.46	2,103.45	21,485.13	1.02	(52.64)	20.08	85,514.87	3,137.00	82,377.87
362 EQUIPMENT SERVICE	50,000.00	524.59	4,830.01	3,465.38	3,713.96	7,023.74	19,557.68	0.93	(50.94)	39.12	30,442.32	2,908.68	27,533.64
363 SERVICE ON CONTRACT	50,000.00	1,406.77	1,159.98	8,317.48	5,749.04	4,236.63	20,869.90	0.99	(73.51)	41.74	29,130.10	8,717.00	20,413.10
360 REPAIR & MAINTENANCE	207,000.00	10,281.04	6,668.08	18,335.31	13,264.46	13,363.82	61,912.71	2.94	(27.36)	29.91	145,087.29	14,762.68	130,324.61
371 BUILDING RENTAL	5,000.00	200.00	200.00	200.00	200.00	200.00	1,000.00	0.05	0.00	20.00	4,000.00	200.00	3,800.00
372 EQUIPMENT RENTAL	17,000.00	390.48	775.49	750.11	1,026.02	767.60	3,709.70	0.18	(34.01)	21.82	13,290.30	20.00	13,270.30
370 TOTAL RENT	22,000.00	590.48	975.49	950.11	1,226.02	967.60	4,709.70	0.22	(28.87)	21.41	17,290.30	220.00	17,070.30
391 DUES & MEMBERSHIPS	6,000.00	126.00	150.00	165.00	4,296.75	0.00	4,737.75	0.22	1,622.82	78.96	1,262.25	0.00	1,262.25
392 LOAN INTEREST	30,000.00	0.00	0.00	0.00	0.00	5,931.60	5,931.60	0.28	(50.05)	19.77	24,068.40	719.96	23,348.44
394 LIRF TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
395 BINDERY SERVICES	35,000.00	2,087.49	963.84	2,929.29	2,496.95	1,200.22	9,677.79	0.46	26.42	27.65	25,322.21	0.00	25,322.21
396 COMPUTER SERVICES	66,000.00	889.18	3,028.19	11,012.10	5,023.23	7,220.34	27,173.04	1.29	168.82	41.17	38,826.96	0.00	38,826.96
397 PHOTOGRAPHIC SERVICES	3,000.00	81.76	784.80	432.21	856.52	215.90	2,371.19	0.11	954.00	79.04	628.81	0.00	628.81
398 PROPERTY TAXES	3,000.00	0.00	0.00	0.00	1,346.40	0.00	1,346.40	0.06	6.94	44.88	1,653.60	0.00	1,653.60
390 OTHER SERVICES	143,000.00	3,184.43	4,926.83	14,538.60	14,019.85	14,568.06	51,237.77	2.43	63.19	35.83	91,762.23	719.96	91,042.27
OTHER SERVICES & CHARGES	984,500.00	48,446.99	55,287.07	80,220.76	80,148.17	83,535.35	355,638.34	16.89	7.20	36.12	628,861.66	20,418.39	608,443.27
440 FURNITURE & EQUIPMENT	95,269.00	1,658.51	268.02	45,797.39	1,825.70	13,685.05	63,234.67	3.00	30.25	66.37	32,034.33	14,317.93	17,716.40
451 BOOKS	776,000.00	50,537.94	21,805.00	45,921.33	54,681.50	75,680.86	248,626.63	11.80	15.93	32.04	527,373.37	104,904.08	422,469.29
452 PERIODICALS	202,900.00	7,471.13	2,575.41	6,304.85	3,715.60	14,974.84	35,041.83	1.66	6.56	17.27	167,858.17	0.00	167,858.17
453 NONPRINT MATERIALS	121,100.00	3,738.85	1,592.17	4,987.27	2,929.56	21,279.57	34,527.42	1.64	4.50	28.51	86,572.58	26,278.97	60,293.61
450 TOTAL LIBRARY MATERIAL	1,100,000.00	61,747.92	25,972.58	57,213.45	61,326.66	111,935.27	318,195.88	15.11	13.49	28.93	781,804.12	131,183.05	650,621.07
TOTAL CAPITAL OUTLAYS	1,195,269.00	63,406.43	26,240.60	103,010.84	63,152.36	125,620.32	381,430.55	18.11	15.96	31.91	813,838.45	145,500.98	668,337.47
TOTAL OPERATING FUND	5,806,218.00	371,311.95	321,378.04	447,211.29	400,469.02	565,851.12	2,106,201.42	100.00	12.10	36.27	3,700,016.58	246,914.83	3,453,101.75

MISCELLANEOUS INCOME SUMMARY 1985

G/L#	S/A#	DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	YTD%	V% 1984
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	0.00	9,000.00								9,000.00	0.36	(57.14)
10	5102	BOND-PROPERTY	0.00	0.00	0.00	0.00	137,000.00								137,000.00	5.50	6.20
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
		BOND-TOTAL	0.00	0.00	0.00	0.00	146,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146,000.00	5.86	(2.67)
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	0.00	122,000.00								122,000.00	4.90	(38.69)
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	0.00	1,873,000.00								1,873,000.00	75.22	4.29
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
		OPERATING-TOTAL	0.00	0.00	0.00	0.00	1,995,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,995,000.00	80.12	0.00
		LOCAL TAX REVENUES	0.00	0.00	0.00	0.00	2,141,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,141,000.00	85.98	(0.19)
11	5111	PHOTOCOPYING FEES	6,593.48	7,029.97	8,225.00	9,190.47	7,975.38								39,014.30	1.57	(7.27)
12	5121	EXTENDED USE FEES	8,881.33	7,771.11	7,927.12	8,780.02	9,920.13								43,279.71	1.74	9.56
13	5131	GRANTS	3,993.00	0.00	61,435.00	0.00	61,901.00								127,329.00	5.11	101.35
14	5141	PARKING LOTS	6,986.07	9,285.06	9,210.77	9,571.90	9,118.74								44,172.54	1.77	26.87
15	5151	RENT---TRI-ALSA	916.06	908.16	1,035.25	832.82	953.36								4,645.65	0.19	22.23
15	5152	RENT---SERVICE CENTER	825.00	825.00	825.00	825.00	825.00								4,125.00	0.17	(14.51)
15	5153	RENT---OTHER	20.00	30.00	60.00	70.00	10.00								190.00	0.01	(69.08)
		TOTAL RENT	1,761.06	1,763.16	1,920.25	1,727.82	1,788.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,960.65	0.36	(3.03)
16	5161	GIFTS-UNRESTRICTED	45.10	62.96	2.30	19.13	13.50								142.99	0.01	(52.55)
16	5162	GIFTS-GENEALOGY CLASS	0.00	0.00	1,440.00	0.00	0.00								1,440.00	0.06	29.73
16	5163	GIFTS-RESTRICTED	0.00	20.00	55.00	46.12	45.53								166.65	0.01	(97.13)
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
		TOTAL GIFTS	45.10	82.96	1,497.30	65.25	59.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,749.64	0.07	(75.76)
17	5171	INTEREST	5,826.59	3,665.95	1,346.74	4,371.92	7,510.14								22,721.34	0.91	(17.37)
18	5181	SUBSCRIPTION CARDS	180.00	160.00	140.00	280.00	101.50								861.50	0.03	79.48
19	5191	CABLE ACCESS REVENUE	0.00	0.00	0.00	44,283.28	0.00								44,283.28	1.78	
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
19	5193	MILEAGE	111.84	55.20	49.20	49.20	49.20								314.64	0.01	33.44
19	5194	ACPL PUBLICATIONS	14.00	4.00	31.00	104.50	0.40								153.90	0.01	(26.38)
19	5195	RESEARCH SERVICES	483.40	391.06	432.90	384.46	302.04								1,993.86	0.08	469.76
19	5196	EQUIPMENT DAMAGES	357.88	0.00	0.00	0.00	0.00								357.88	0.01	
19	5197	PAY PHONES	23.35	37.24	46.91	71.66	46.30								225.46	0.01	48.88
19	5198	LOST/DAMAGED MATERIAL	155.77	697.24	530.23	725.51	873.82								2,982.63	0.12	2,672.73
19	5199	REFUNDS	291.75	293.79	232.35	3,565.28	270.92								4,654.09	0.19	10,304.85
19	5201	INTERGOVERNML REVENUE	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
19	5205	INSURANCE CLAIMS	0.00	0.00	0.00	611.00	0.00								611.00	0.02	
19	5300	OTHER INCOME	232.43	166.64	4,637.98	262.29	132.41								5,431.75	0.22	682.48
		TOTAL OTHER INCOME	1,670.42	1,645.17	5,960.63	50,057.18	1,675.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,008.49	2.45	3,303.14
		NON-TAX TOTALS	35,937.05	31,403.38	97,662.81	84,044.56	100,049.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	349,097.17	14.02	54.56
		TOTAL INCOME	35,937.05	31,403.38	97,662.81	84,044.56	2,241,049.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,490,097.17	100.00	5.03

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ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

	DATE	SUMMIT BANK	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
1984	JAN 01	841,633.07	2,665.45	200.00	300.00		844,798.52
	JAN 31	314,920.52	2,665.45	200.00	300.00		318,085.97
	FEB 29	15,591.39	2,665.45	200.00	300.00	1,650.40	20,407.24
	MAR 31	594,052.13	2,700.56	200.00	300.00	2,507.65	599,760.34
	APR 30	848,710.03	2,700.56	200.00	300.00	1,511.65	853,422.24
	MAY 31	1,123,355.05	2,700.56	200.00	70.00	1,344.10	1,127,669.71
	JUN 30	829,541.32	2,736.14	200.00	50.00	1,313.65	833,841.11
	JUL 31	483,064.53	2,736.14	200.00	5.00	1,040.10	487,045.77
	AUG 31	159,173.62	2,736.14	200.00	75.00	1,256.10	163,440.86
	SEP 30	153,844.99	2,772.58	200.00	50.00	1,292.10	158,159.67
	OCT 31	589,898.52	2,772.58	200.00	25.00	637.10	593,533.20
	NOV 30	1,107,005.69	2,772.58	200.00	100.00	1,212.10	1,111,290.37
	DEC 31	1,121,127.31	2,809.51	200.00	10.00	1,828.10	1,125,974.92
1985	JAN 31	577,085.61	2,809.51	200.00	10.00	1,236.10	581,341.22
	FEB 28	291,503.10	2,809.51	200.00	10.00	1,374.00	295,896.61
	MAR 31	288,043.19	2,846.11	500.00	10.00	1,139.00	292,538.30
	APR 30	108,475.29	2,846.11	866.25	95.00	921.00	113,203.65
	MAY 31	1,197,638.15	2,846.11	876.25	65.00	1,168.00	1,202,593.51
	JUN 30						0.00
	JUL 31						0.00
	AUG 31						0.00
	SEP 30						0.00
	OCT 31						0.00
	NOV 30						0.00
	DEC 31						0.00
1986	JAN 01						0.00

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ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

	DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BORROW	LSCA RETROCON	PAYROLL FUND	ALL FUNDS
1984	JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
	JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
	FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
	MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
	APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
	MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
	JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
	JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
	AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
	SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67
	OCT 31	396,782.36	637.10	200.00	45,708.71	89,018.98	26,089.55	25.00	2,772.58	6,703.68	2,365.45	942.60	0.00	0.00	0.00	22,287.19	593,533.20
	NOV 30	789,701.96	1,212.10	200.00	145,708.71	89,018.98	25,989.55	100.00	2,772.58	2,421.02	2,365.45	852.76	0.00	0.00	0.00	50,947.26	1,111,290.37
	DEC 31	649,042.52	1,828.10	200.00	185,365.29	206,499.98	25,989.55	10.00	2,809.51	2,924.09	2,365.45	(1,049.10)	0.00	0.00	0.00	49,989.53	1,125,974.92
1985	JAN 31	338,884.12	1,236.10	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	2,934.06	0.00	1,053.62	0.00	0.00	0.00	21,743.54	581,341.22
	FEB 28	46,336.65	1,374.00	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	5,382.47	0.00	(561.96)	0.00	0.00	0.00	27,875.67	295,896.61
	MAR 31	69,024.81	1,139.00	500.00	10,377.79	192,313.98	0.00	10.00	2,846.11	6,666.54	0.00	612.87	10,925.00	4,454.00	(6,331.80)	0.00	292,538.30
	APR 30	(51,169.39)	921.00	866.25	10,377.79	192,313.98	0.00	95.00	2,846.11	6,214.15	0.00	(1,512.94)	0.00	4,454.00	(52,202.30)	0.00	113,203.65
	MAY 31	838,701.01	1,168.00	876.25	156,377.79	192,313.98	0.00	65.00	2,846.11	5,451.80	0.00	339.47	0.00	4,454.00	0.10	0.00	1,202,593.51
	JUN 30																0.00
	JUL 31																0.00
	AUG 31																0.00
	SEP 30																0.00
	OCT 31																0.00
	NOV 30																0.00
	DEC 31																0.00
1986	JAN 01																0.00

EN COUNTY
LIC LIBRARY
EBSTER STREET
WAYNE, INDIANA
2: (219) 424-7241
ADDRESS: BOX 2270
VAYNE, INDIANA 46801

. Ashton
ector

30 May 1985

SPECIAL MEETING
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
5 June 1985
9:00 a.m.
Board Room
Main Library

AGENDA

1. Executive session concerning personnel matters.

2. Public session concerning personnel matters.

3. Adjournment.

CPL
LEN COUNTY
BLIC LIBRARY
WEBSTER STREET
T WAYNE, INDIANA
02: (219) 424-7241
NG ADDRESS: BOX 2270
WAYNE, INDIANA 46801

J. Ashton
director

5 June 1985

SPECIAL MEETING
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
10 June 1985
2:30 p.m.
Board Room
Main Library

AGENDA

1. Executive session concerning personnel matters.

2. Public session concerning personnel matters.

3. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

5 June 1985

The Board of Library Trustees of the Allen County Public Library met at 9:00 a.m. on June 5, 1985 in the Board Room of the Main Library. Members present: Rae Gates, Alan McMahan, Patricia Beers, Zohrab Tazian, James Ganaway, Mary Koehlinger. Member absent: Lu Ann Beaman. Mrs. Gates presided.

1. Executive session concerning personnel matters. The Board discussed the procedure for the search for a Director for the Allen County Public Library.

2. Public session concerning personnel matters. The Board opened the public session to announce that no decision had been made yet. The Board announced that they would hold another special meeting on personnel matters at 2:30 p.m. on Monday, June 10, 1985 in the Board Room of the Main Library.

3. Adjournment. The Board adjourned.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

10 June 1985

The Board of Library Trustees of the Allen County Public Library met at 2:30 p.m. on June 10, 1985 in the Board Room of the Main Library. Members present: Rae Gates, Alan McMahan, Patricia Beers, Lu Ann Beaman, Mary Koehlinger, James Ganaway. Member absent: Zohrab Tazian. Mrs. Gates presided.

1. Executive session concerning personnel matters. The Board discussed personnel matters relating to the search for a new Director and the transition period.

2. Public session concerning personnel matters. The Board opened the public session at 3:45 p.m. The Division Managers of the Allen County Public Library were invited to attend this session. The Board voted to ask the Acting Director-to be, Steven Fortriede, to meet with staff, grade level 8, to establish criteria that they think necessary in a new Director and to draw up a set of technical topics and questions that should be discussed with all candidates for the position of Director. The Board also voted to hire the firm of Errol Houk Associates, Inc. to assist in the search for a new Director for the Allen County Public Library.

3. Adjournment. The Board adjourned.

CPL
LEN COUNTY
BLIC LIBRARY
WEBSTER STREET
T WAYNE, INDIANA
02: (219) 424-7241
NG ADDRESS: BOX 2270
WAYNE, INDIANA 46801

J. Ashton
director

21 June 1985

To: All Library Board Members

From: Rick Ashton RDA

Re: The 27 June 1985 regular Board meeting

The Board of Library Trustees will meet on Thursday 27 June at 2:00 p.m. for an executive session concerning matters relating to the search for a new Director, previous to the 3:00 p.m. regular Board meeting.

As you can see from the enclosed agenda and packet of supporting materials, it will be a busy session. I hope that all Board members will be able to attend the executive session, the regular meeting, and the automated library system demonstration following the adjournment of the regular meeting.

This is the sixty-first and last Board meeting packet which I have prepared for you. Together, we have accomplished a great deal in the past five years. I am grateful to you for the support, encouragement, and faith which you have shown in the Allen County Public Library and in me. I am confident that your continuing leadership and commitment will assure the long-term health and strength of this vital public service institution.

I wish you all good health, long life, and much success.

LEN COUNTY
BLIC LIBRARY
WEBSTER STREET
T WAYNE, INDIANA
02: (219) 424-7241
NG ADDRESS: BOX 2270
WAYNE, INDIANA 46801

J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday
27 June 1985
Board Room
Main Library

1. 2:00 p.m. executive session concerning personnel matters relating to the search for a Director for the Allen County Public Library.

Regular Session
3:00 p.m.

1. Adoption of the agenda.

2. Approval of minutes of the following meetings:

   a. 23 May 1985 regular Board meeting.
   b. 5 June 1985 special Board meeting.
   c. 10 June 1985 special Board meeting.

3. Reception of the financial report of 31 May 1985.

4. Report of the Director.

   a. Library use through 31 May 1985.
   b. Summer reading program progress report.
   c. Main Library power outage, 18 June.
   d. Allen County Public Library Foundation report.
   e. Other.

5. Preliminary presentation of a proposal for the 1986 operating budget.

6. Adoption of a policy concerning Library patron records and personnel records.

7. Review of staff report concerning branch library use patterns and related staffing density issues.

8. Approval of proposed paid billboard advertising concerning introduction of the northeast region structure.

9. Review of terms of the consultant contract with Errol Houk Associates.

10. Reception of automation progress report. Luana Stanley.

11. Adoption of resolution to advertise for leases for photocopying equipment.

12. Adoption of a resolution to enlarge the eligible group for participation in the Indiana Public Employees Retirement Fund.

13. Adoption of a resolution to participate with Blue Cross/Blue Shield in the Preferred Care of Indiana arrangement.

14. Approval of a joint promotional activity with Micro Age Computer Stores.

15. Approval of a joint promotional activity with several sponsors of the young adults' summer reading program.

16. Approval of payment of the following bills:

Manual checks (16 May - 31 May)	$661,461.27
(Note: Includes loan payback of $609,000)	
June accounts payable	$175,811.91
TOTAL	$837,273.18

17. Other business.

18. Adjournment.

19. Following adjournment: A demonstration of the GEAC automated library system by staff of the Indiana Cooperative Library Services Authority, Room 3.

Minutes

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

27 June 1985

The Board of Library Trustees of the Allen County Public Library met for an executive session and a regular session on 27 June 1985 in the Board Room of the Main Library. All members of the Board were present. Mrs. Rae Gates presided.

1. At 2:00 p.m. the Board met in executive session to discuss personnel matters relating to the search for a Director for the Allen County Public Library.

The Board met in regular session at 3:00 p.m.

1. Adoption of the agenda. The Board adopted the agenda as circulated.

2. Approval of minutes of the following meetings:

   a. 23 May 1985 regular Board meeting.

   b. 5 June 1985 special Board meeting.

   c. 10 June 1985 special Board meeting.

The Board approved the minutes as distributed.

3. Reception of the financial report of 31 May 1985. Douglas Lehman presented the financial report. The Board received the report as presented.

4. Report of the Director. Rick Ashton reported on the following matters:

   a. Library use through 31 May 1985. Circulation of Library materials in May was 194,123 items, up 10.3% from May 1984. Circulation for the first five months of 1985 was 1,002,168 items, up 9.1% from 1984. On the basis of

these figures, the Allen County Public Library can be expected to circulate approximately 2,480,000 items in 1985, a 9% increase over 1984 and an 87% increase over 1979. Circulation of video cassettes during the first five months of 1985 was up 106% over the same period in 1984.

b. Summer reading program progress report. The three-part program, for preschoolers, elementary schoolers, and young adults, is showing great increases in volume and quality of activity. By the end of the program, more than 10,000 youngsters will have participated, up from 8,000 in 1984. The first summer reading program in 1980 was planned for 1000 participants. 4000 actually participated in 1980, with continuing growth throughout the ensuing five years. The very positive response to this program, year after year, indicates that it is filling an important need in the community.

c. Main Library power outage, 18 June. Downtown Fort Wayne experienced a power outage for approximately one hour on the evening of 18 June, from 7:30 to 8:30 p.m. The Main Library was evacuated without incident. No systems, whether video, air conditioning, or computers, sustained any damage as a result of this outage.

d. Allen County Public Library Foundation report. The Foundation Board met on 24 June and elected the following officers: George R. Mather, President; Alan McMahan, Vice President; Paul Deal, Treasurer; Neil Anderson, Secretary. Mr. Mather appointed a committee to be headed by Mr. McMahan, to discuss and make recommendations on the campaign strategy for the campaign to match the National Endowment for the Humanities Challenge Grant. This committee will consist of Mr. McMahan, a member of the Board of the Friends of the Allen County Public Library, a member of the Board of Library Trustees, and a member of the Library staff.

e. Other. None.

5. Preliminary presentation of a proposal for the 1986 operating budget. Douglas Lehman presented the preliminary proposal, for an operating budget of $6,550,000, with a property tax levy of $5,136,276 and an advertised tax rate of 42¢ per $100 of assessed valuation. This budget represents a 13% overall increase from the 1985 budget, in consequence of 1986 as the first year of a new three-year appeal cycle. The Board agreed to further discussion and consideration of the proposed budget at a work session to be held at 3:00 p.m. on Thursday 11 July.

6. Adoption of a policy concerning Library patron records and personnel records. The Board adopted the two policy recommendations as proposed.

7. Review of staff report concerning branch library use patterns and related staffing density issues. Steven Fortriede presented data relating to Saturday use of the five northeast branches, as requested by the Board at its May Board meeting. After discussion of the report, the Board agreed to receive staff recommendations concerning hours of the northeast branches at its July meeting.

8. Approval of proposed paid billboard advertising concerning introduction of the northeast region structure. The Board rejected the proposal.

9. Review of terms of the consultant contract with Errol Houk Associates. The Board adopted the following terms: The Allen County Public Library will enter into an agreement with Errol Houk Associates, for the purpose of securing assistance from Errol Houk Associates in the matter of the employment of a new Director for the Allen County Public Library. The fee to be paid will be 30% of the first year's salary of the next Director. This fee will be paid in

four installments: 25% upon agreement; 25% in thirty days; 25% in sixty days; 25% upon the new Director's beginning work. In addition, the Board agreed to pay certain expenses of Errol Houk Associates for telephone, travel, and related expenses relating to this search. These expenses are not to exceed $2500.

10. Reception of automation progress report. Luana Stanley, Automation Project Manager, presented the report on recent developments. The Board received the report as presented.

11. Adoption of resolution to advertise for leases for photocopying equipment. The Board adopted the resolution as requested.

12. Adoption of a resolution to enlarge the eligible group for participation in the Indiana Public Employees Retirement Fund. The Board declined to act upon the proposed resolution. The Board referred the resolution to the Committee on Compensation for a recommendation.

13. Adoption of a resolution to participate with Blue Cross/Blue Shield in the Preferred Care of Indiana arrangement. The Board adopted the resolution as proposed.

14. Approval of a joint promotional activity with Micro Age Computer Stores. The Board approved the joint promotional activity as proposed. Mrs. Beaman requested that her abstention from voting on this proposal be recorded.

15. Approval of a joint promotional activity with several sponsors of the young adults' summer reading program. The Board approved the joint promotional activity as proposed.

16. Approval of payment of the following bills: Rick Ashton certified that the following bills were true and correct and properly supported by itemized invoices or other equivalent documentation. The Board approved payment of the bills as follows:

Manual checks (16 May - 31 May)	$661,461.27
(Note: Includes loan payback of $609,000)	
June accounts payable	$175,811.91
TOTAL	$837,273.18

17. Other business. Mrs. Gates appointed Mrs. Koehlinger to serve as the liaison from the Board of Library Trustees to the Board of the Friends of the Allen County Public Library.

18. Adjournment. The Board adjourned.

19. Following adjournment: The Board attended a demonstration of the GEAC automated library system by staff of the Indiana Cooperative Library Services Authority.

506 (ID) ____ (YEAR) ____ (CO) 5. (TYPE) ____ (KEY)

PRELIMINARY--FOR PLANNING PURPOSES ONLY

Allen County Public LIBRARY Allen COUNTY, INDIANA

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 1986

PREPARE SEPARATE ESTIMATE FOR EACH FUND

Operating FUND SOURCE OF RECEIPTS	ESTIMATED AMOUNTS TO BE RECEIVED -A- July 1, 1985 to Dec. 31, 1985	-X- State Board of Tax Commissioners	-B- Jan. 1, 1986 to Dec. 31, 1986	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks and Building and Loan	32,000		70,000	
0202 License Excise Tax	240,000		475,000	
0203 CAGIT Certified Shares				
0204 CAGIT Property Tax Replacement Credit			XXXXXXXXXX	
0212 County Option Income Tax (COIT)				
OTHER REVENUE:				
1515 State Distribution	51,700		43,945	
4100 Fines and Fees	42,736		99,405	
2717 Photocopy Fees	40,098		91,261	
6101 Income From Trusts				
6100 Interest on Investments	27,773		58,324	
2716 County Contractual Library				
1418 Library Service Authority	5,580		11,160	
2705 Township Contracts (List)				
Parking Fees	54,840		115,165	
Miscellaneous	9,000		20,000	
6400 Gifts and Bequests				
1419 Operating Grants (Specify Source)				
State Student Assistance Comm	2,912		-----	
Cox Cable	60,000		70,000	
1420 Capital Grants (Specify Source)				
5207 Transfer From Operating Fund (For LIRF Only)				
6200 Rental of Property Service Center	4,950		9,900	
5101 Sale of Property				
9999 Total Columns A and B	571,589		1,064,160	

Note: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols. X are reserved for the State Board of Tax Commissioners adjustments.

Prescribed by State Board of Accounts

Budget Form 4-B (Rev. 1985)

503 ID YEAR CO TYPE KEY FUND

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

UNIT ON APPEAL [ ] TAXING UNIT Allen County Public Library COUNTY Allen

FUND Operating NET ASSESSED VALUATION 1,395,244,330 [0 5]

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	6,550,000			
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	3,100,000			
3. Additional appropriation necessary to be made July 1 to December 31 of present year	- -			
4. Outstanding temporary loans to be paid not included in lines 2 or 3	- -			
5. Total funds required (add lines 1, 2, 3 and 4)	9,650,000			
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:				
6. Actual balance, June 30 of present year	800,000			
7. Taxes to be collected, present year (December Settlement)	2,274,475			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	571,589			
b. Total Column B Budget Form 2	1,064,160			
9. Total Funds (add lines 6, 7, 8a and 8b)	4,710,224			
10. Net amount to be raised for expenses to December 31st of incoming year (deduct line 9 from line 5)	4,939,776			
11. Operating balance (not in excess of expense January 1st to June 30, less miscellaneous revenue for same period)	196,500			
12. Amount to be raised by tax levy (add lines 10 and 11)	5,136,276			
13. Property Tax Replacement Credit from Local Option Tax	- -			
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	5,136,276			
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	
16. Net Amount to be Raised				
17. Net Tax Rate on Each One Hundred Dollars of Taxable Property	.42			

Note: Please be sure total of amounts in lines 2, 3 and 4 do not exceed total amounts in lines 6, 7 and 8a.

506			5	
ID	YEAR	CO	TYPE	KEY

Allen County Public LIBRARY Allen COUNTY, INDIANA

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 19 86

PREPARE SEPARATE ESTIMATE FOR EACH FUND

Bond Redemption FUND	ESTIMATED AMOUNTS TO BE RECEIVED			
SOURCE OF RECEIPTS	-A- July 1, 19 85 to Dec. 31, 1985	-X- State Board of Tax Commissioners	-B- Jan. 1, 19 86 to Dec. 31, 1986	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks and Building and Loan	$ 2,200		$ 6,000	
0202 License Excise Tax	12,000		36,000	
0203 CAGIT Certified Shares				
0204 CAGIT Property Tax Replacement Credit			XXXXXXXXXX	
0212 County Option Income Tax (COIT)				
OTHER REVENUE:				
1515 State Distribution				
4100 Fines and Fees				
2717 Photocopy Fees				
6101 Income From Trusts				
6100 Interest on Investments				
2716 County Contractual Library				
1418 Library Service Authority				
2705 Township Contracts (List)				
6400 Gifts and Bequests				
1419 Operating Grants (Specify Source)				
1420 Capital Grants (Specify Source)				
5207 Transfer From Operating Fund (For LIRF Only)				
6200 Rental of Property				
5101 Sale of Property				
9999 Total Columns A and B	14,200		42,000	

Note: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols. X are reserved for the State Board of Tax Commissioners adjustments.

Prescribed by State Board of Accounts

Budget Form 4-B (Rev. 1985)

503 ID | YEAR | CO | TYPE | KEY | FUND

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

UNIT ON APPEAL [ ] TAXING UNIT Allen County Public Library COUNTY Allen

FUND Bond Redemption Fund NET ASSESSED VALUATION 1,395,244,330 [0 5]

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	$ 364,493			
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	181,600			
3. Additional appropriation necessary to be made July 1 to December 31 of present year	-------			
4. Outstanding temporary loans to be paid not included in lines 2 or 3	-------			
5. Total funds required (add lines 1, 2, 3 and 4)	546,093			
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:				
6. Actual balance, June 30 of present year	192,992			
7. Taxes to be collected, present year (December Settlement)	175,000			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	14,200			
b. Total Column B Budget Form 2	42,000			
9. Total Funds (add lines 6, 7, 8a and 8b)	424,192			
10. Net amount to be raised for expenses to December 31st of incoming year (deduct line 9 from line 5)	181,600			
11. Operating balance (not in excess of expense January 1st to June 30, less miscellaneous revenue for same period)	178,697			
12. Amount to be raised by tax levy (add lines 10 and 11)	360,297			
13. Property Tax Replacement Credit from Local Option Tax	-------			
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	360,297			
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	
16. Net Amount to be Raised	360,297			
17. Net Tax Rate on Each One Hundred Dollars of Taxable Property	.03			

Note: Please be sure total of amounts in lines 2, 3 and 4 do not exceed total amounts in lines 6, 7 and 8a.

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02: (219) 424-7241
NG ADDRESS: BOX 2270
WAYNE, INDIANA 46801

J. Ashton
Director

AGENDA ITEM 6
Requested Action: Adoption of Policy

POLICY ON CONFIDENTIALITY OF LIBRARY PATRON RECORDS

It is the policy of the Allen County Public Library, under Indiana Code 5-14-3-4(b)(16) to except from public disclosure any Library records which can be used to identify any Library patron.

The purpose of this policy is to protect the individual privacy and intellectual freedom of all Library users. The policy covers patron registration records, records of circulation transactions, records of reference questions, records of complaints, and any other records which may be used to identify individual Library patrons.

The Director of the Allen County Public Library is responsible for the administration of this policy.

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Rick J. Ashton
Director

AGENDA ITEM 6a
Requested Action: Approval

POLICY ON CONFIDENTIALITY OF PERSONNEL RECORDS

It is the policy of the Allen County Public Library, acting under Indiana Code 5-14-3-4(b)(8) to except from public disclosure the personnel files of employees of the Allen County Public Library, with the exceptions as set forth in the legislation authorizing this policy. These exceptions name those personnel file items which must be made available for public disclosure.

All personnel file information shall be made available to the individual employee or the employee's duly authorized representative.

The Director and the Personnel Manager of the Allen County Public Library are responsible for the administration of this policy.

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Richard J. Ashton
Director

AGENDA ITEM 7
Requested Action: Review data

SATURDAY USE OF NORTHEAST BRANCH LIBRARIES

At the May meeting the Board of Library Trustees requested additional information in relation to staff recommendations concerning hours of northeast branch libraries. The information on the attached sheet is a first effort in this direction. Additional data for all locations and all days of the week can be generated, to assist in decision-making about branch weekly schedules.

		SYSTEM TOTAL	GEORGETOWN	HARLAN	NEW HAVEN	TECUMSEH	WOODBURN
AVERAGE PATRON/HR	SAT	40	53	x	10	16	9
	TOTAL	37	53	9	10	13	7
CIRCULATION/ HOUR	SAT	72	113	x	24	32	22
	TOTAL	64	98	27	24	37	20
% OF PATRONS COMING IN FOR "OTHER" IN ADDITION TO CIRC & REF	SAT	.69	.65	x	.83	.79	.79
	TOTAL	.67	.71	.72	.80	.74	.83
% OF PATRONS COMING IN FOR "OTHER" ONLY	SAT	.27	.25	x	.30	.20	.24
	TOTAL	.26	.28	.15	.24	.21	.28

This chart was developed from the results of four surveys taken in October 1983, April 1984, October 1984, and April 1985. The figures shown are the average of the four surveys. The survey instrument is one which has been developed for use by libraries nationwide and extensively tested. There are strict guidelines for its use. Because of this, and even allowing for the small size of the Saturday samples, these figures are a fairly accurate respresentation of the relation of Saturday service at the Northeast branches to the total service of those branches.

The chart covers two main areas of concern: The amount of business, measured in patrons/hour and circulation/hour, on Saturday as compared to the rest of the week, and the relationship of non-circulation services to circulation. The figures show that approximately one fourth of the people who come to a northeast branch on Saturday are there to do something other than to check out a book and that three-fourths of the patrons are there to do something else in addition to checking out a book. From other figures supplied through the survey, we know that approximately half of this "other" use is to return books.

Conclusion

Survey figures portray Saturday as a nearly average day at the northeast branches, slightly busier than normal in terms of the number of patrons and circulations but, on average, almost exactly average for other days. New Haven shows relatively more patrons coming in on Saturday for something "other" than circulation, all of the other branches show slightly less.

Proposal

The methods used to develop these figures can be applied to all of the days of the week. In addition, circulation figures which break the days of the week apart into morning, afternoon, and evening segments are available for some branches. With these, we will develop a scale which will rank the days of the week, and segments of days, in terms of the amount of public service provided during each segment and which may be used as a tool to evaluate adjustments to branch hours.

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Director

AGENDA ITEM 8
Requested Action: Approval

PROPOSED PAID ADVERTISING EXPENDITURE

The staff seeks approval for expenditure of $365 for five billboards promoting the northeast region structure within the Allen County Public Library. The billboards will be located within the service area served by the Georgetown Branch and other northeast branches and bounded by the St. Joseph's River, the Conrail tracks, and the Ohio state line. The billboards will be in place during the months of September and October 1985.

AGENDA ITEM 10
Requested Action: Receive Report

AUTOMATION PROGRESS REPORT

During the last month, issues concerned with automation activities have gone foreward at a rapid pace. The staff Automation Advisory Committee has been busy conducting a random sample of the ACPL shelf list. Searching the titles randomly selected from the shelf list through the OCLC database and the National Union Catalog will give us information for making decisions regarding retrospective conversion. We will be able to determine our expected "match" rate using different methods of retrospective conversion. These statistics will enable us to select a combination of conversion techniques which will give us the best results for our money. The sample will also alert us to any difficulties we might be expected to encounter in the conversion process and allow us to make some important decisions in the beginning of the project.

The Automation Policy Committee of the Board has reviewed the start-up costs for automation at ACPL. By far the most costly portion is the retrospective conversion at over $1,000,000. However, a conversion done completly and correctly needs to be done only once regardless of the direction automation at ACPL takes in the future. Other major costs include construction of a computer room, preparation of sites for terminals, installation of leased telephone lines, and labor.

Ray Gnat, Director of the Indianapolis-Marion County Public Library, addressed a meeting of the Board Automation Policy Committee, Division Managers, and staff Automation Advisory Committee on 17 June 1985. The purpose of the meeting was to gain a management view of the advantages and disadvantages of a recently completed automation project. Although library automation has been a positive experience in Indianapolis, some problems have been encountered. Because their installation is ahead of schedule, they are experiencing a shortage of equipment and will need to expand their system sooner than expected. Their assumption that manual procedures and skills would be easily transferable to an automated system has not been found true. Extra staff and patron training is needed to insure comfortable use of the system. Staff issues raised because of automation have been satisfactorily resolved through attrition or needs caused by automation. The community and staff as a whole have accepted the automated system, and system use has gone up dramatically. Mr. Gnat's comments and reflections upon the Indianapolis project were very confirming for us and gave us confidence that our project is taking the correct route. Careful planning, staff involvement, and communication are the key factors.

Several upcoming opportunities for automation education are listed below. We invite and encourage you to attend the following meetings.

Thursday, 27 June 1985 Room 3 After Board Meeting
GEAC Automated Library System Demonstration

This demonstration of a library computer system is designed to answer questions which you may have about automation. It will show the basic functions of an automated system and describe the benefits to be received from it.

Friday, 28 June 1985 Auditorium 9:30 a.m.-12:30 p.m.
INCOLSA "Cluster" Meeting

This meeting, led by INCOLSA staff, will investigate the costs, benefits, and responsibilities involved in sharing an automated library system in this geographical area. Representatives from area libraries have been invited to attend this meeting.

Friday, 12 July 1985 Room 4 (Upr Audit) 9:30-11:00 a.m.
Bond Issues, Policy and Procedure

This meeting, led by William Salin, a local attorney, will investigate the policies and procedures involved in bond issues under Indiana Public Library Law (IC 20-14-3-7). The purpose of the meeting is to inform the Board, Division Managers, and Automation Advisory Committee of the processes which ACPL might be undergoing in order to finance automation and other projects.

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J. Ashton
irector

AGENDA ITEM 11
Requested Action: Adoption of resolution

PROPOSAL FOR A RESOLUTION TO ADVERTISE FOR LEASES FOR PHOTOCOPYING EQUIPMENT

An evaluation of existing copier equipment and future requirements at the Allen County Public Library was completed during May of this year. Our conclusion is that the copiers should be replaced because of frequent breakdowns resulting in out-of-service conditions effecting both staff and Library patrons.

The replacement of this equipment would be tied to a three year lease program, as this appears to be the useful life of copiers subjected to our volumes. This would result in the equipment being replaced on a more realistic time frame than the present five to ten years.

Operating costs would be reduced and quality improved. Present supply cost for the special treated paper used is .0563¢ per copy as compared to .0060¢ to .0103¢ per copy for the newer equipment.

A three phase plan has been developed to be implemented over the course of a two to three year period for placing new copiers and relocating existing machines in areas with lower copy volumes.

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Richard J. Ashton
Director

AGENDA ITEM 12
Requested Action: Adoption

RESOLUTION TO ENLARGE THE ELIGIBLE GROUP FOR PARTICIPATION IN THE INDIANA PUBLIC EMPLOYEES' RETIREMENT FUND

The attached resolution is proposed to enlarge the eligible group of employees for participation in the Indiana Public Employees' Retirement Fund to include those persons working in positions requiring 30 or more hours per week.

A RESOLUTION ELECTING TO ENLARGE PARTICIPATION IN
THE PUBLIC EMPLOYEES' RETIREMENT FUND

WHEREAS, the Board of Library Trustees is the governing body of the Allen County Public Library in Allen County, in the State of Indiana, and

WHEREAS, the actuary for the Public Employees' Retirement Fund has furnished such governing body with certain cost estimates to become a participant in such Fund as established by the Acts of 1945, Chapter 340 and all Acts amendatory and supplemental thereto and,

WHEREAS, such governing body is fully cognizant that the percentage of cost of gross annual payroll of covered employees has been set at 4.75 % by the actuary of the Fund, and that at five year intervals, or more often as directed by the Board of Trustees of the Public Employees' Retirement Fund, the actuary will review the status of the employees covered and shall adjust the cost percentage accordingly so that the Fund will remain on an actuarially sound basis, and

WHEREAS, such governing body acknowledges its liability and that, pursuant to law it and its successors in office, must appropriate sufficient funds each year to retire the employees' prior service liability in an orderly manner and also fund the current costs accruing annually.

NOW THEREFORE, BE IT ORDAINED by the governing body of the Allen County Public Library in Allen County in the State of Indiana:

SECTION ONE: The Allen County Public Library elects to enlarge its participation in the Public Employees' Retirement Fund by including additional classes of employees as stated below in the coverage under Chapter 340 of the Acts of 1945, and all Acts amendatory and supplemental thereto. This agreement supplements the original dated _____.

SECTION TWO: The Allen County Public Library agrees to make the required contributions under the Public Employees' Retirement Fund Act which is the Acts of 1945, Chapter 340, and all Acts amendatory thereof and supplemental thereto, including specifically the Acts of 1955, Chapter 329, commonly designated as "The Indiana Public Employees' Social Security Integration and Supplemental Retirement Benefits Act."

SECTION THREE: The following are declared to be covered by the Fund: those persons working in positions requiring 30 hours or more per week. Position numbers 117, 156, 212, 368, 567, 478, 463, 464, 465.

SECTION FOUR: It is hereby declared that none of the classifications or positons specified in Section Three are compensated on a fee basis or of an emergency nature, or in a part-time category

SECTION FIVE: The active participating membership of the persons referred to in Section Three shall begin on 1 January 1986.

SECTION SIX: This Resolution shall be in full force and effect from date of passage and upon approval of the Board of Trustees of the Public Employees' Retirement Fund of Indiana, except that active participation membership shall begin on the date set forth in section five.

Dated this 27th day of June 19 85

By: _____
President

_____
Vice-Chairman

_____
Member

_____
Member

PUBLIC EMPLOYEES' RETIREMENT FUND

ACTUARIAL SURVEY FORM

CONTACT NAME Charlene Holly, Personnel Mgr.

UNIT NAME Allen County Public Library

NEW UNIT

ADDRESS 900 Webster Street, Ft. Wayne, IN 46802

ENLARGEMENT From 40hr. only ACCOUNT 04 1 0
To 30+hr. employees

TELEPHONE NO. (219) 424-7241

Employee Name	Social Security Number	Position Name/ Number	Sex	Date of Birth	Present Annual Salary	Number Years and Months with Current Employer Thru 3/29/85	Years & Months of Previous PERF Service with Another Employer	Name of Previous PERF Employer
1. B. Barrett	308-48-1764	Branch Clerk #156	F	10/31/57	9,307.56	hire/3Y-6M 30+/ 1Y-7M		
2. G. Fields	309-80-3627	Branch Clerk #212	F	1/23/62	8,273.51	0Y-2M		
3. J. Frederick	313-30-9268	Department Clerk #368	F	12/16/32	7,222.92	hire/2Y-7M 30+/ 1Y-6M	7Y	East Allen County School
4. C. Jones	313-78-8571	Desk Attendant #463	F	11/2/61	6,512.48	hire/1Y-5M 30+/ 0Y-8M		
5. M. Lockard	317-38-3004	Housekeeper #478	M	1/25/40	7,222.80	hire/1Y-3M 30+ /0Y-0M		
6. D. Sloniawski	309-20-6965	Clerk/Typist #567	F	5/8/25	8,273.51	hire/30Y-6M 30+/ 10Y-5M		
7. T. Spahiev	311-56-6762	Desk Attendant #464	F	9/13/62	6,512.48	0Y-8M		
8. E. Washington	308-72-5391	Desk Attendant #465	M	5/29/59	6,512.48	0Y-7M		
9. C. Winesburg	317-88-1498	Branch Clerk #117	F	4/19/63	8,273.51	hire/1Y-10M 30+/ 1Y-4M		
10.								
11.								
12.								
13.								
14.								
15.								

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. Ashton
ector

AGENDA ITEM 13
Requested Action: Approval

PROPOSAL TO AMEND THE LIBRARY'S BLUE CROSS/BLUE SHIELD CONTRACT TO INCLUDE MEMBERSHIP IN PREFERRED CARE OF INDIANA

Membership in Preferred Care of Indiana will enable the Library to save 15% of premium to be paid for current contract coverage with Blue Cross/Blue Shield.

This reduction in premium will be achieved through the effect of the terms of membership in Preferred Care of Indiana. Preferred Care of Indiana is a preferred provider organization (PPO). Under the terms of this agreement participating doctors, hospitals, and other health care facilities have agreed to accept a predetermined price for health care services and to provide only medically necessary services. Cost containment measures which are employed by these providers include determining the appropriate length of inpatient stays, eliminating inpatient surgeries that can be safely performed in an outpatient setting, performing medical services in the most cost effective settings, and providing less costly alternatives of caring for long-term patients.

This change in the Library's contract will affect the cost of the contractual benefits not the eligible benefits themselves. Under this agreement staff members with Blue Cross/Blue Shield coverage may continue to receive the same benefits and to choose whichever health care providers they want. However, full contractual benefits will be paid only to providers participating in Preferred Care of Indiana. A percentage of contractual benefits will be paid to providers not participating in Preferred Care of Indiana. Typically this percentage is 25% less than full contractual benefits. The staff member will be responsible for the portion of the bill which is not paid.

Amendment of the Library's contract with Blue Cross/Blue Shield will

enable the Library to continue to support a positive health benefit program for the staff at a reasonable and responsible rate.

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. Ashton
ector

AGENDA ITEM 14
Requested Action: Approval

JOINT PROMOTIONAL ACTIVITY WITH MICRO AGE COMPUTER STORES

Micro Age Computer Stores, in conjunction with Ebsco Subscription Services, the Library's periodical jobber, has approached the Library and proposed a joint promotional activity. The activity would be as follows: Micro Age Computer Stores would pay for 10 popular magazine subscriptions for a period of two years. The Library would receive these additional subscriptions through its normal jobber channels at no additional cost to the Library. The promotional consideration to Micro Age Computer Stores would be the use of plastic porfolios on the 10 magazines, bearing a brief message stating that the subscription is provided courtesy of Micro Age Computer Stores. Staff have recommended that the additional subscriptions be as follows: Audio, Backpacker, Black Enterprise, Christian Life, Ebony, Glamour, Psychology Today, Stereo Review, and Woman's Day.

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ector

AGENDA ITEM 15
Requested Action: Approval

JOINT PROMOTIONAL ACTIVITY WITH SPONSORS OF YOUNG ADULTS' SUMMER READING PROGRAM

The staff requests approval of a joint promotional activity with the sponsors listed on the enclosed sheet. These sponsors have agreed to provide prizes to participants in the summer reading program for young adults, which is being carried on at the Main Library and throughout the branches. The Library would receive the prizes as listed for distribution. The donors of the prizes would receive promotional mention in connection with the distribution of the prizes.

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Richard Ashton
Director

20 June 1985

1985 YOUNG ADULT SUMMER READING PROGRAM DONATIONS

Roller skating rink free admission tickets/Roller Dome.
Quantity - 30.

Free admission tickets/Mallers-Spirou Cinemas. Quantity - N/A.

Free passes for bowling games/Mallers-Spirou Management.
Quantity - N/A.

$10.00 gift certificate/Reader's World. Quantity - 1.

Monopoly game/Pepsi Co. Quantity - 2.

Eight-pack Pepsi coupons. Quantity - N/A.

Basketball/Hartzler's Sport Shop. Quantity - 1.

Pizza Hut personal pan pizza gift certificates. Quantity - 6.

Public swimming pool passes/Ft. Wayne Parks and Recreation.
Quantity - 50.

Horse riding lessons/Red Cedar Center. Quantity - 2.

$10.00 gift certificate/The Shack (Shirt Shop at Glenbrook).
Quantity - 1.

Discount coupons/The Shack. Quantity - N/A.

Pizza party/Showbiz Pizza Place. Quantity - 1.

$2.00 discount on pizza/Showbiz Pizza. Quantity - 9.

Soft drink and game token coupons/Showbiz Pizza. Quantity - 6.

Food coupons/McDonald's. Quantity - 4.

Case(s) of Seven Up (regular or diet). Quantity - 2.

SAN DESCRIPTION	BUDGET	JANUARY	FEBRUARY	MARCH	APRIL	MAY	YEAR-TO-DATE	% TOT	V% 1984	%USED	BALANCE	ENCUMBERED	UNENCUMBERED
112 SALARIED EMPLOYEES	2,297,500.00	162,023.20	161,896.44	162,242.93	163,369.78	245,685.19	895,217.54	42.50		38.97	1,402,282.46	33,868.46	1,368,414.00
115 HOURLY EMPLOYEES	503,900.00	38,028.39	38,236.18	38,245.71	37,854.11	57,619.27	209,983.66	9.97		41.67	293,916.34	8,498.45	285,417.89
117 SUMMER EMPLOYEES	83,100.00	0.00	0.00	42.25	0.00	3,684.42	3,726.67	0.18		4.48	79,373.33	2,457.28	76,916.05
119 TEMPORARY EMPLOYEES	0.00	999.36	1,905.25	2,144.99	3,327.19	2,208.68	10,585.47	0.50			(10,585.47)	1,232.95	(11,818.42)
110 TOTAL WAGES & SALARIES	2,884,500.00	201,050.95	202,037.87	202,675.88	204,551.08	309,197.56	1,119,513.34	53.15	17.92	38.81	1,764,786.66	45,857.14	1,718,929.52
121 EMPLOYER FICA	203,000.00	20,946.30	14,388.97	14,366.69	13,092.77	14,471.92	77,266.65	3.67	(2.30)	38.06	125,733.35	7,229.56	118,503.79
122 UNEMPLOYMENT COMP	8,000.00	577.00	288.00	330.98	421.07	1,072.00	2,689.05	0.13	(57.32)	33.61	5,310.95	1,072.00	4,238.95
123 EMPLOYER PERF	103,000.00	20,684.13	0.00	0.00	8,355.14	0.00	29,039.27	1.38	(9.91)	28.19	73,960.73	7,760.06	66,200.67
124 GROUP INSURANCE	174,149.00	10,260.24	11,962.27	15,634.72	7,677.98	17,771.19	63,306.40	3.01	43.44	36.35	110,842.60	8,846.05	101,996.55
120 TOTAL BENEFITS	488,149.00	52,467.67	26,639.24	30,332.39	29,546.96	33,315.11	172,301.37	8.18	6.52	35.30	315,847.63	24,907.67	290,939.96
TOTAL PERSONAL SERVICES	3,372,449.00	253,518.62	228,677.11	233,008.27	234,098.04	342,512.67	1,291,814.71	61.33	16.26	38.30	2,080,634.29	70,764.81	2,009,869.48
212 PRINTING SUPPLIES	30,000.00	788.46	712.69	5,783.86	5,669.76	3,265.68	16,220.45	0.77	72.89	54.07	13,779.55	1,718.55	12,061.00
213 OFFICE STATIONERY	20,000.00	314.94	22.92	2,121.35	1,528.34	676.32	4,663.87	0.22	(9.87)	23.32	15,336.13	588.22	14,747.91
210 OFFICE SUPPLIES	50,000.00	1,103.40	735.61	7,905.21	7,198.10	3,942.00	20,884.32	0.99	43.47	41.77	29,115.68	2,306.77	26,808.91
221 CLEANING SUPPLIES	20,000.00	899.70	865.80	3,114.23	997.29	427.67	6,304.69	0.30	65.85	31.52	13,695.31	207.15	13,488.16
222 FUEL, OIL, & LUBRICANTS	40,000.00	1,460.07	2,275.70	3,313.29	2,773.04	1,410.84	11,232.94	0.53	(39.81)	28.08	28,767.06	0.00	28,767.06
223 OTHER SUPPLIES	95,000.00	1,717.35	6,809.84	7,281.81	10,706.85	5,838.46	32,354.31	1.54	5.07	34.06	62,645.69	6,539.61	56,106.08
220 OPERATING SUPPLIES	155,000.00	4,077.12	9,951.34	13,709.33	14,477.18	7,676.97	49,891.94	2.37	(6.32)	32.19	105,108.06	6,746.76	98,361.30
231 BUILDING SUPPLIES	33,000.00	15.75	207.84	60.75	297.25	1,371.55	1,953.14	0.09	(93.59)	5.92	31,046.86	271.74	30,775.12
233 REPAIR PARTS/SUPPLIES	16,000.00	743.64	278.47	1,296.13	1,097.92	1,172.26	4,588.42	0.22	(48.91)	28.68	11,411.58	905.38	10,506.20
230 MAINTENANCE SUPPLIES	49,000.00	759.39	486.31	1,356.88	1,395.17	2,543.81	6,541.56	0.31	(83.41)	13.35	42,458.44	1,177.12	41,281.32
TOTAL SUPPLIES	254,000.00	5,939.91	11,173.26	22,971.42	23,070.45	14,162.78	77,317.82	3.67	(27.90)	30.44	176,682.18	10,230.65	166,451.53
311 CONSULTING SERVICES	20,000.00	195.20	44.00	6,781.53	5,835.36	3,569.59	16,425.68	0.78	(8.93)	82.13	3,574.32	0.00	3,574.32
312 BUILDING SERVICES	10,000.00	1,440.00	0.00	0.00	994.00	0.00	2,434.00	0.12	113.51	24.34	7,566.00	0.00	7,566.00
313 LEGAL SERVICES	4,000.00	149.50	0.00	362.50	0.00	0.00	512.00	0.02	(14.38)	12.80	3,488.00	0.00	3,488.00
314 OTHER PROFESSIONAL	3,500.00	36.00	148.51	210.60	8.00	255.00	658.11	0.03	(65.21)	18.80	2,841.89	0.00	2,841.89
310 PROFESSIONAL SERVICES	37,500.00	1,820.70	192.51	7,354.63	6,837.36	3,824.59	20,029.79	0.95	(7.60)	53.41	17,470.21	0.00	17,470.21
321 TELECOMMUNICATIONS	80,000.00	3,192.95	4,342.14	4,654.27	4,500.34	9,297.27	25,986.97	1.23	62.27	32.48	54,013.03	0.00	54,013.03
322 POSTAGE	48,000.00	196.39	5,293.78	5,413.28	363.14	5,255.66	16,522.25	0.78	22.11	34.42	31,477.75	0.00	31,477.75
323 TRAVEL EXPENSE	13,000.00	984.32	0.00	473.36	1,423.40	2,762.09	5,643.17	0.27	61.52	43.41	7,356.83	0.00	7,356.83
324 TRAINING & DEVELOPMENT	11,000.00	507.50	0.00	833.00	1,198.50	888.95	3,427.95	0.16	(5.88)	31.16	7,572.05	0.00	7,572.05
325 FREIGHT	300.00	42.13	0.00	60.60	70.00	0.00	172.73	0.01	(57.10)	57.58	127.27	0.00	127.27
320 COMMUNICATION SERVICES	152,300.00	4,923.29	9,635.92	11,434.51	7,555.38	18,203.97	51,753.07	2.46	39.56	33.98	100,546.93	0.00	100,546.93
331 ADVERTISING	2,200.00	305.60	191.70	16.00	366.95	309.95	1,190.20	0.06	217.44	54.10	1,009.80	0.00	1,009.80
332 OUTSIDE PRINTING	1,500.00	390.42	56.00	674.50	1,156.72	4,766.43	7,044.07	0.33		469.60	(5,544.07)	4,715.75	(10,259.82)
330 PRINTING & ADVERTISING	3,700.00	696.02	247.70	690.50	1,523.67	5,076.38	8,234.27	0.39	2,096.16	222.55	(4,534.27)	4,715.75	(9,250.02)
342 INSURANCE	38,000.00	175.00	95.00	(40.00)	0.00	971.00	1,201.00	0.06		3.16	36,799.00	0.00	36,799.00
340 TOTAL INSURANCE	38,000.00	175.00	95.00	(40.00)	0.00	971.00	1,201.00	0.06	230.85	3.16	36,799.00	0.00	36,799.00
351 UTILITIES-NATURAL GAS	93,000.00	9,337.50	10,735.85	11,315.12	15,841.57	3,835.28	51,065.32	2.42	7.01	54.91	41,934.68	0.00	41,934.68
352 UTILITIES-ELECTRIC	274,000.00	16,412.96	21,538.46	22,975.05	19,399.20	22,560.98	102,886.65	4.88	5.79	37.55	171,113.35	0.00	171,113.35
353 UTILITIES-WATER	7,000.00	634.20	169.97	379.39	286.79	37.25	1,507.60	0.07	(8.35)	21.54	5,492.40	0.00	5,492.40
354 WASTE DISPOSAL	7,000.00	391.37	101.26	287.54	193.87	126.42	1,100.46	0.05	(48.59)	15.72	5,899.54	0.00	5,899.54
350 UTILITY SERVICES	381,000.00	26,776.03	32,545.54	34,957.10	35,721.43	26,559.93	156,560.03	7.43	5.24	41.09	224,439.97	0.00	224,439.97
361 BUILDINGS-REPAIR	107,000.00	8,349.68	678.09	6,552.45	3,801.46	2,103.45	21,485.13	1.02	(52.64)	20.08	85,514.87	3,137.00	82,377.87
362 EQUIPMENT SERVICE	50,000.00	524.59	4,830.01	3,465.38	3,713.96	7,023.74	19,557.68	0.93	(50.94)	39.12	30,442.32	2,908.68	27,533.64
363 SERVICE ON CONTRACT	50,000.00	1,406.77	1,159.98	8,317.48	5,749.04	4,236.63	20,869.90	0.99	(75.51)	41.74	29,130.10	8,717.00	20,413.10
360 REPAIR & MAINTENANCE	207,000.00	10,281.04	6,668.08	18,335.31	13,264.46	13,363.82	61,912.71	2.94	(27.36)	29.91	145,087.29	14,762.68	130,324.61
371 BUILDING RENTAL	5,000.00	200.00	200.00	200.00	200.00	200.00	1,000.00	0.05	0.00	20.00	4,000.00	200.00	3,800.00
372 EQUIPMENT RENTAL	17,000.00	390.48	775.49	750.11	1,026.02	767.60	3,709.70	0.18	(34.01)	21.82	13,290.30	20.00	13,270.30
370 TOTAL RENT	22,000.00	590.48	975.49	950.11	1,226.02	967.60	4,709.70	0.22	(28.87)	21.41	17,290.30	220.00	17,070.30
391 DUES & MEMBERSHIPS	6,000.00	126.00	150.00	165.00	4,296.75	0.00	4,737.75	0.22	1,622.02	78.96	1,262.25	0.00	1,262.25
392 LOAN INTEREST	30,000.00	0.00	0.00	0.00	0.00	5,931.60	5,931.60	0.28	(50.05)	19.77	24,068.40	719.96	23,348.44
394 LIRF TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
395 BINDERY SERVICES	35,000.00	2,087.49	963.84	2,929.29	2,496.95	1,200.22	9,677.79	0.46	26.42	27.65	25,322.21	0.00	25,322.21
396 COMPUTER SERVICES	66,000.00	889.18	3,028.19	11,012.10	5,023.23	7,220.34	27,173.04	1.29	108.82	41.17	38,826.96	0.00	38,826.96
397 PHOTOGRAPHIC SERVICES	3,000.00	81.76	784.80	432.21	856.52	215.90	2,371.19	0.11	954.00	79.04	628.81	0.00	628.81
398 PROPERTY TAXES	3,000.00	0.00	0.00	0.00	1,346.40	0.00	1,346.40	0.06	6.94	44.88	1,653.60	0.00	1,653.60
390 OTHER SERVICES	143,000.00	3,184.43	4,926.83	14,538.60	14,019.85	14,568.06	51,237.77	2.43	63.19	35.83	91,762.23	719.96	91,042.27
OTHER SERVICES & CHARGES	984,500.00	48,446.99	55,287.07	88,220.76	80,148.17	83,535.35	355,638.34	16.89	7.28	36.12	628,861.66	20,418.39	608,443.27
440 FURNITURE & EQUIPMENT	95,269.00	1,658.51	268.02	45,797.39	1,825.70	13,685.05	63,234.67	3.00	30.25	66.37	32,034.33	14,317.93	17,716.40
451 BOOKS	776,000.00	50,537.94	21,805.00	45,921.33	54,681.50	75,680.86	248,626.63	11.80	15.93	32.04	527,373.37	104,904.08	422,469.29
452 PERIODICALS	202,900.00	7,471.13	2,575.41	6,304.85	3,715.60	14,974.84	35,041.83	1.66	6.56	17.27	167,858.17	0.00	167,858.17
453 NONPRINT MATERIALS	121,100.00	3,738.85	1,592.17	4,987.27	2,929.56	21,279.57	34,527.42	1.64	4.50	28.51	86,572.58	26,278.97	60,293.61
450 TOTAL LIBRARY MATERIAL	1,100,000.00	61,747.92	25,972.58	57,213.45	61,326.66	111,935.27	318,195.88	15.11	13.49	28.93	781,804.12	131,183.05	650,621.07
TOTAL CAPITAL OUTLAYS	1,195,269.00	63,406.43	26,240.60	103,010.84	63,152.36	125,620.32	381,430.55	18.11	15.96	31.91	813,838.45	145,500.98	668,337.47
TOTAL OPERATING FUND	5,806,218.00	371,311.95	321,378.04	447,211.29	400,469.02	565,831.12	2,106,201.42	100.00	12.10	36.27	3,700,016.58	246,914.83	3,453,101.75

MISCELLANEOUS INCOME SUMMARY--1985

G/L#	S/A#	DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	YTD%	V% 1984
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	0.00	9,000.00								9,000.00	0.36	(57.14)
10	5102	BOND-PROPERTY	0.00	0.00	0.00	0.00	137,000.00								137,000.00	5.50	6.20
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
		BOND-TOTAL	0.00	0.00	0.00	0.00	146,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146,000.00	5.86	(2.67)
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	0.00	122,000.00								122,000.00	4.90	(38.69)
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	0.00	1,873,000.00								1,873,000.00	75.22	4.29
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
		OPERATING-TOTAL	0.00	0.00	0.00	0.00	1,995,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,995,000.00	80.12	0.00
		LOCAL TAX REVENUES	0.00	0.00	0.00	0.00	2,141,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,141,000.00	85.98	(0.19)
11	5111	PHOTOCOPYING FEES	6,593.48	7,029.97	8,225.00	9,190.47	7,975.38								39,014.30	1.57	(7.27)
12	5121	EXTENDED USE FEES	8,881.33	7,771.11	7,927.12	8,780.02	9,920.13								43,279.71	1.74	9.56
13	5131	GRANTS	3,993.00	0.00	61,435.00	0.00	61,901.00								127,329.00	5.11	101.35
14	5141	PARKING LOTS	6,986.07	9,285.06	9,210.77	9,571.90	9,118.74								44,172.54	1.77	26.87
15	5151	RENT---TRI-ALSA	916.06	908.16	1,035.25	832.82	953.36								4,645.65	0.19	22.23
15	5152	RENT---SERVICE CENTER	825.00	825.00	825.00	825.00	825.00								4,125.00	0.17	(14.51)
15	5153	RENT---OTHER	20.00	30.00	60.00	70.00	10.00								190.00	0.01	(69.08)
		TOTAL RENT	1,761.06	1,763.16	1,920.25	1,727.82	1,788.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,960.65	0.36	(3.03)
16	5161	GIFTS-UNRESTRICTED	45.10	62.96	2.30	19.13	13.50								142.99	0.01	(52.55)
16	5162	GIFTS-GENEALOGY CLASS	0.00	0.00	1,440.00	0.00	0.00								1,440.00	0.06	29.73
16	5163	GIFTS-RESTRICTED	0.00	20.00	55.00	46.12	45.53								166.65	0.01	(97.13)
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
		TOTAL GIFTS	45.10	82.96	1,497.30	65.25	59.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,749.64	0.07	(75.76)
17	5171	INTEREST	5,826.59	3,665.95	1,346.74	4,371.92	7,510.14								22,721.34	0.91	(17.37)
18	5181	SUBSCRIPTION CARDS	180.00	160.00	140.00	280.00	101.50								861.50	0.03	79.48
19	5191	CABLE ACCESS REVENUE	0.00	0.00	0.00	44,283.28	0.00								44,283.28	1.78	
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
19	5193	MILEAGE	111.84	55.20	49.20	49.20	49.20								314.64	0.01	33.44
19	5194	ACPL PUBLICATIONS	14.00	4.00	31.00	104.50	0.40								153.90	0.01	(26.38)
19	5195	RESEARCH SERVICES	483.40	391.06	432.90	384.46	302.04								1,993.86	0.08	469.76
19	5196	EQUIPMENT DAMAGES	357.88	0.00	0.00	0.00	0.00								357.88	0.01	
19	5197	PAY PHONES	23.35	37.24	46.91	71.66	46.30								225.46	0.01	48.88
19	5198	LOST/DAMAGED MATERIAL	155.77	697.24	530.29	725.51	873.82								2,982.63	0.12	2,672.73
19	5199	REFUNDS	291.75	293.79	232.35	3,565.28	270.92								4,654.09	0.19	10,304.85
19	5201	INTERGOVERNML REVENUE	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00								0.00	0.00	
19	5205	INSURANCE CLAIMS	0.00	0.00	0.00	611.00	0.00								611.00	0.02	
19	5300	OTHER INCOME	232.43	166.64	4,637.98	262.29	132.41								5,431.75	0.22	682.48
		TOTAL OTHER INCOME	1,670.42	1,645.17	5,960.63	50,057.18	1,675.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,008.49	2.45	3,303.14
		NON-TAX TOTALS	35,937.05	31,403.38	97,662.81	84,044.56	100,049.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	349,097.17	14.02	54.56
		TOTAL INCOME	35,937.05	31,403.38	97,662.81	84,044.56	2,241,049.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,490,097.17	100.00	5.03

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ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

	DATE	SUMMIT BANK	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
1984	JAN 01	841,633.07	2,665.45	200.00	300.00		844,798.52
	JAN 31	314,920.52	2,665.45	200.00	300.00		318,085.97
	FEB 29	15,591.39	2,665.45	200.00	300.00	1,650.40	20,407.24
	MAR 31	594,052.13	2,700.56	200.00	300.00	2,507.65	599,760.34
	APR 30	848,710.03	2,700.56	200.00	300.00	1,511.65	853,422.24
	MAY 31	1,123,355.05	2,700.56	200.00	70.00	1,344.10	1,127,669.71
	JUN 30	829,541.32	2,736.14	200.00	50.00	1,313.65	833,841.11
	JUL 31	483,064.53	2,736.14	200.00	5.00	1,040.10	487,045.77
	AUG 31	159,173.62	2,736.14	200.00	75.00	1,256.10	163,440.86
	SEP 30	153,844.99	2,772.58	200.00	50.00	1,292.10	158,159.67
	OCT 31	589,898.52	2,772.58	200.00	25.00	637.10	593,533.20
	NOV 30	1,107,005.69	2,772.58	200.00	100.00	1,212.10	1,111,290.37
	DEC 31	1,121,127.31	2,809.51	200.00	10.00	1,828.10	1,125,974.92
1985	JAN 31	577,085.61	2,809.51	200.00	10.00	1,236.10	581,341.22
	FEB 28	291,503.10	2,809.51	200.00	10.00	1,374.00	295,896.61
	MAR 31	288,043.19	2,846.11	500.00	10.00	1,139.00	292,538.30
	APR 30	108,475.29	2,846.11	866.25	95.00	921.00	113,203.65
	MAY 31	1,197,638.15	2,846.11	876.25	65.00	1,168.00	1,202,593.51
	JUN 30						0.00
	JUL 31						0.00
	AUG 31						0.00
	SEP 30						0.00
	OCT 31						0.00
	NOV 30						0.00
	DEC 31						0.00
1986	JAN 01						0.00

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ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

	DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BORROW	LSCA RETROCON	PAYROLL FUND	ALL FUNDS
1984	JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
	JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
	FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
	MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	593,760.34
	APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
	MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
	JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
	JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
	AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
	SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67
	OCT 31	396,782.36	637.10	200.00	45,708.71	89,018.98	26,089.55	25.00	2,772.58	6,703.68	2,365.45	942.60	0.00	0.00	0.00	22,287.19	593,533.20
	NOV 30	789,701.96	1,212.10	200.00	145,708.71	89,018.98	25,989.55	100.00	2,772.58	2,421.02	2,365.45	852.76	0.00	0.00	0.00	50,947.26	1,111,290.37
	DEC 31	649,042.52	1,828.10	200.00	185,365.29	206,499.98	25,989.55	10.00	2,809.51	2,924.09	2,365.45	(1,049.10)	0.00	0.00	0.00	49,989.53	1,125,974.92
1985	JAN 31	338,884.12	1,236.10	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	2,934.06	0.00	1,053.62	0.00	0.00	0.00	21,743.54	581,341.22
	FEB 28	46,336.65	1,374.00	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	3,382.47	0.00	(561.96)	0.00	0.00	0.00	27,875.67	295,896.61
	MAR 31	69,024.81	1,139.00	500.00	10,377.79	192,313.98	0.00	10.00	2,846.11	6,666.54	0.00	612.87	10,925.00	4,454.00	(6,331.80)	0.00	292,538.30
	APR 30	(51,169.39)	921.00	866.25	10,377.79	192,313.98	0.00	95.00	2,846.11	6,214.15	0.00	(1,512.94)	0.00	4,454.00	(52,202.30)	0.00	113,203.65
	MAY 31	838,701.01	1,168.00	876.25	156,377.79	192,313.98	0.00	65.00	2,846.11	5,451.80	0.00	339.47	0.00	4,454.00	0.10	0.00	1,202,593.51
	JUN 30																0.00
	JUL 31																0.00
	AUG 31																0.00
	SEP 30																0.00
	OCT 31																0.00
	NOV 30																0.00
	DEC 31																0.00
1986	JAN 01																0.00

scribed by State Board of Accounts

03
ID YEAR CO TYPE KEY FUND

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

UNIT ON APPEAL [ ] TAXING UNIT Allen County Public Library COUNTY Allen

FUND Operating NET ASSESSED VALUATION 1,395,244,33

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

NDS REQUIRED FOR EXPENSES TO CEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD
Total budget estimate for incoming year	6,550,000		
Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	3,100,000		
Additional appropriation necessary to be made July 1 to December 31 of present year	- -		
Outstanding temporary loans to be paid not included in lines 2 or 3	- -		
Total funds required (add lines 1, 2, 3 and 4)	9,650,000		
IDS ON HAND AND TO BE RECEIVED FROM SOURCES HER THAN PROPOSED TAX LEVY:			
Actual balance, June 30 of present year	800,000		
Taxes to be collected, present year (December Settlement)	2,274,475		
Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):			
a. Total Column A Budget Form 2	571,589		
b. Total Column B Budget Form 2	1,064,160		
Total Funds (add lines 6, 7, 8a and 8b)	4,710,224		
Net amount to be raised for expenses to December 31st of incoming year (deduct line 9 from line 5)	4,939,776		
Operating balance (not in excess of expense January 1st to June 30, less miscellaneous revenue for same period)	196,500		
Amount to be raised by tax levy (add lines 10 and 11)	5,136,276		
Property Tax Replacement Credit from Local Option Tax	- -		
NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	5,136,276		
Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Net Amount to be Raised			
Net Tax Rate on Each One Hundred Dollars of Taxable Property	.42		

Note: Please be sure total of amounts in lines 2, 3 and 4 do not exceed total amounts in lines 6, 7 and 8a.

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 1986

PREPARE SEPARATE ESTIMATE FOR EACH FUND

Operating FUND SOURCE OF RECEIPTS	ESTIMATED AMOUNTS TO BE RECEIVED -A- July 1, 1985 to Dec. 31, 1985	-X- State Board of Tax Commissioners	-B- Jan. 1, 1986 to Dec. 31, 1986	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks and Building and Loan	32,000		70,000	
0202 License Excise Tax	240,000		475,000	
0203 CAGIT Certified Shares				
0204 CAGIT Property Tax Replacement Credit			XXXXXXXXXX	
0212 County Option Income Tax (COIT)				
OTHER REVENUE:				
1515 State Distribution	51,700		43,945	
4100 Fines and Fees	42,736		99,405	
2717 Photocopy Fees	40,098		91,261	
6101 Income From Trusts				
6100 Interest on Investments	27,773		58,324	
2716 County Contractual Library				
1418 Library Service Authority	5,580		11,160	
2705 Township Contracts (List)				
Parking Fees	54,840		115,165	
Miscellaneous	9,000		20,000	
6400 Gifts and Bequests				
1419 Operating Grants (Specify Source)				
State Student Assistance Comm	2,912		-----	
Cox Cable	60,000		70,000	
1420 Capital Grants (Specify Source)				
5207 Transfer From Operating Fund (For LIRF Only)				
6200 Rental of Property Service Center	4,950		9,900	
5101 Sale of Property				
9999 Total Columns A and B	571,589		1,064,160	

Note: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols. X are reserved for the State Board of Tax Commissioners adjustments.

27 JUNE 1985

ALLEN COUNTY PUBLIC LIBRARY
1986 OPERATING BUDGET PROPOSAL
PERCENT OF COLUMN TOTAL COMPARISON

S/A	DESCRIPTION	1984 ACTUAL	1985 BUDGET	1985 MAY YTD	1986 BUDGET
112	SALARIES	38	40	43	38
115	HOURLY WAGES	8	8	10	8
117	SUMMER HELP	1	1	0	2
119	TEMPORARY HELP	1	1	1	1
	TOTAL WAGES	49	50	53	48
121	FICA	4	4	4	3
122	UNEMPLOYMENT	0	0	0	0
123	PERF	2	2	1	2
124	GROUP INSURANCE	2	3	3	3
	TOTAL BENEFITS	8	8	8	9
	TOTAL COMP & BENEF	56	58	61	56
213	OFFICE SUPPLIES	1	1	1	1
221	CLEANING SUPPLIES	0	0	0	0
222	FUEL	1	1	1	1
223	OPERATING SUPPLIES	1	2	2	2
231	BUILDING SUPPLIES	1	1	0	1
233	REPAIR PARTS	0	0	0	0
	TOTAL SUPPLIES	4	4	4	4
314	PROFESSNL SERVICES	1	1	1	1
321	TELECOMMUNICATION	1	1	1	1
322	POSTAGE/FREIGHT	1	1	1	1
323	TRAVEL EXPENSE	0	0	0	1
324	TRAINING/DEVELPMNT	0	0	0	0
332	ADVERTISNG/PUBLCTN	0	0	0	0
342	INSURANCE	1	1	0	1
351	NATURAL GAS	1	1	2	1
352	ELECTRICITY	5	5	5	5
353	WATER	0	0	0	0
354	TRASH/SEWER	0	0	0	0
361	BLDG REP& MAINT	2	2	1	2
362	EQUIP MAINT/REP	1	1	1	1
363	EQP SERV CONTRACTS	1	1	1	1
372	RENTAL/LEASING	0	0	0	1
391	DUES	0	0	0	0
392	LOAN INTEREST	0	1	0	0
394	LIRF TRANSFER	2	0	0	2
395	BINDERY	0	1	1	0
396	COMPUTER SERVICES	1	1	1	1
397	PHOTOGRAPHIC SERV	0	0	0	0
398	PROPERTY TAXES	0	0	0	0
	OTH SERV & CHARGES	19	17	17	19
440	EQUIPMENT	2	2	3	2
451	BOOKS	14	13	12	14
452	PERIODICALS	3	4	2	3
453	NONPRINT MATERIALS	2	2	2	2
	CAPITAL OUTLAYS	21	21	18	22
	TOTAL BUDGET	100	100	100	100

7 JUNE 1985

ALLEN COUNTY PUBLIC LIBRARY
1986 OPERATING BUDGET PROPOSAL

/A	DESCRIPTION	1984 ACTUAL	1985 BUDGET	1985 MAY YTD	1986 BUDGET	%CHANGE 1986/85
12	SALARIES	1,989,876	2,297,300	895,218	2,480,830	8
15	HOURLY WAGES	413,088	438,715	209,984	500,257	14
17	SUMMER HELP	58,941	83,100	3,727	100,000	20
19	TEMPORARY HELP	56,925	65,185	10,585	38,913	(40)
	TOTAL WAGES	2,518,830	2,884,300	1,119,514	3,120,000	8
21	FICA	183,022	203,000	77,267	223,080	10
22	UNEMPLOYMENT	9,852	8,000	2,689	10,000	25
23	PERF	83,580	103,000	29,039	117,840	14
24	GROUP INSURANCE	114,239	174,149	63,306	220,000	26
	TOTAL BENEFITS	390,693	488,149	172,301	570,920	17
	TOTAL COMP & BENEF	2,909,523	3,372,449	1,291,815	3,690,920	9
13	OFFICE SUPPLIES	46,570	50,000	20,884	52,500	5
21	CLEANING SUPPLIES	8,773	20,000	6,305	21,000	5
22	FUEL	29,322	40,000	11,233	34,920	(13)
23	OPERATING SUPPLIES	73,893	95,000	32,354	96,750	2
31	BUILDING SUPPLIES	47,799	33,000	1,953	34,650	5
33	REPAIR PARTS	21,121	16,000	4,589	29,200	83
	TOTAL SUPPLIES	227,478	254,000	77,318	269,020	6
14	PROFESSNL SERVICES	46,933	37,500	20,030	42,500	13
21	TELECOMMUNICATION	53,864	80,000	26,160	55,500	(31)
22	POSTAGE/FREIGHT	35,544	48,300	16,522	48,434	0
23	TRAVEL EXPENSE	12,243	13,000	5,643	32,500	150
24	TRAINING/DEVELPMNT	7,867	11,000	3,428	13,000	18
32	ADVERTISNG/PUBLCTN	3,089	3,700	8,234	7,500	103
42	INSURANCE	34,999	38,000	1,201	39,900	5
51	NATURAL GAS	64,273	70,000	51,065	75,000	7
52	ELECTRICITY	248,746	297,000	102,887	296,076	(0)
53	WATER	5,204	6,000	1,508	6,000	0
54	TRASH/SEWER	6,827	8,000	1,100	7,600	(5)
61	BLDG REP& MAINT	126,184	107,000	21,485	112,700	5
62	EQUIP MAINT/REP	41,302	50,000	19,558	48,800	(2)
63	EQP SERV CONTRACTS	41,302	50,000	20,870	61,000	22
72	RENTAL/LEASING	12,115	22,000	4,710	40,660	85
91	DUES	875	6,000	4,738	6,300	5
92	LOAN INTEREST	16,769	30,000	5,931	15,000	(50)
94	LIRF TRANSFER	117,481	0	0	150,000	
95	BINDERY	21,819	35,000	9,678	25,000	(29)
96	COMPUTER SERVICES	63,357	66,000	27,173	88,250	34
97	PHOTOGRAPHIC SERV	987	3,000	2,371	5,500	83
98	PROPERTY TAXES	2,518	3,000	1,346	2,000	[illegible]
	OTH SERV & CHARGES	964,298	984,500	355,638	1,180,120	20
0	EQUIPMENT	100,968	95,269	63,235	159,940	68
1	BOOKS	708,502	776,000	248,626	889,968	15
2	PERIODICALS	173,900	202,900	35,042	215,295	6
3	NONPRINT MATERIALS	96,622	121,100	34,527	144,737	20
	CAPITAL OUTLAYS	1,079,992	1,195,269	381,430	1,409,940	18
	TOTAL BUDGET	5,181,291	5,806,218	2,106,201	6,550,000	13

CPL
EN COUNTY
BLIC LIBRARY
WEBSTER STREET
T WAYNE, INDIANA
02: (219) 424-7241
NG ADDRESS: BOX 2270
WAYNE, INDIANA 46801

J. Ashton
director

12 July 1984

To: All Library Board Members

From: Katherine Smith

Re: Executive Session on Personnel Matters

There will be an executive session on personnel matters at 10:00 a.m. on Wednesday 17 July 1985 in the Board Room of the Main Library. Please let me know if you will be unable to attend this meeting.

Thank you.

CPL
EN COUNTY
BLIC LIBRARY
VEBSTER STREET
T WAYNE, INDIANA
)2: (219) 424-7241
G ADDRESS: BOX 2270
T WAYNE, INDIANA 46801

J. Ashton
irector

12 July 1985

SPECIAL MEETING
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
17 July 1985
10:00 a.m.
Board Room
Main Library

AGENDA

1. Executive session concerning personnel matters.

2. Public session concerning personnel matters.

3. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

17 July 1985

The Board of Library Trustees of the Allen County Public Library met in executive session at 10:00 a.m. on 17 July 1985 in the Board Room of the Main Library to discuss personnel matters. All members of the Board of Library Trustees were present. Mrs. Gates presided.

The Board discussed in executive session the setting of a starting salary range for the new Director of the Allen County Public Library. A letter to Mr. Ben Eisbart of Errol Houk Associates was drafted, setting the starting salary range for the new Director of the Allen County Public Library.

The Board adjourned.

CPL
EN COUNTY
BLIC LIBRARY
VEBSTER STREET
T WAYNE, INDIANA
02: (219) 424-7241
IG ADDRESS: BOX 2270
WAYNE, INDIANA 46801

J. Ashton
irector

19 July 1985

To: All Library Board Members

From: Steve Fortriede

Re: The 25 July 1985 Regular Board Meeting

The Board of Library Trustees will meet on Thursday 25 July at 3:00 p.m. in the Board Room of the Main Library. Please note that this meeting place has been changed from the Monroeville Branch.

While the agenda is quite long, most of the items are routine. The major agenda items this month are those which concern the resolution to advertise the budget, levy, and rate for the operating and bond funds and to appeal for the increased levy permitted by law every third year of the budget cycle.

I look forward to meeting with you on Thursday.

CPL
EN COUNTY
BLIC LIBRARY
EBSTER STREET
WAYNE, INDIANA
2: (219) 424-7241
G ADDRESS: BOX 2270
WAYNE, INDIANA 46801

J. Ashton
rector

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday
25 July 1985
3:00 p.m.
Board Room, Main Library

1. Adoption of the agenda.

2. Approval of the minutes of the following meetings:

   a. 27 June 1985 regular Board meeting
   b. 17 July 1985 special executive session.

3. Receipt of the financial report of 30 June 1985.

4. Report of the Acting Director:

   a. Library use through 30 June 1985
   b. American Library Association meeting in Chicago
   c. Investigations into new telephone system for the Main Library
   d. Hometown video award
   e. ACPL 90th birthday celebration.

5. Adopt a resolution to advertise the budget, tax rate, and levy for the Library operating fund and bond and interest redemption for 1986. Set a date for the public hearing on the 1986 Library operating and bond and interest redemption fund budgets.

6. Adoption of a resolution to appeal for relief from levy limitations pursuant to I.C. 6-1.1 - 18.5.

7. Adoption of a resolution to enlarge the eligible group for participation in the Indiana Public Employees Retirement Fund. Report of Compensation Committee.

8. Set the starting salary range for the position of Director of the Allen County Public Library.

9. Appointment of G. Stanley Hood as attorney to the Board for 1985.

10. Appointment of C. David Coil as consulting engineer to the Board for 1985.

11. Open bids for leases for photocopying equipment.

12. Receive automation progress report. L. Stanley.

13. Adoption of a resolution changing the names of the libraries in the Northeast region. S. Kaye.

14. Approval of a proposal for hours of service for the Northeast Regional libraries. S. Kaye.

15. Approval of the following salaried appointment:

Stephanie Archer	#448	Circulation Services Overdues typist	Grade 3	$10,352.64

16. Approval of the following change in the authorized staffing table:

Gwen Fields	Georgetown Branch Library Assistant Manager	from to	$16,366.23 $17,500.00

17. Approval of payment of the following bills:

Manual checks (13 June - 30 June)	$86,212.55
July Accounts Payable	$487,465.36
	$573,677.91

18. Review the schedule of locations for meetings of the Board of Library Trustees through 1985.

19. Other business.

20. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

25 July 1985

The Board of Library Trustees of the Allen County Public Library met in regular monthly session in the Board Room of the Main Library at 3:00 p.m. on Thursday 25 July 1985. Members present: Rae Gates, Lu Ann Beaman, Alan McMahan, James Ganaway, Zohrab Tazian. Members absent: Patricia Beers, Mary Koehlinger. Mrs. Gates presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated, with the exception of agenda item #13.

2. Approval of the minutes of the 27 June 1985 regular Board meeting and the 17 July special executive session. The Board approved the minutes as circulated.

3. Reception of the 30 June 1985 financial report. Douglas Lehman presented the 30 June 1985 financial report. The Board received the report as presented.

4. Report of the Acting Director:

a. Library use through 30 June 1985. The Library circulated 269,370 items in June, up 9.9% over June of 1984. Year-to-date circulation is 1,271,538, up 9.25% over the same period for 1984. At this point, 2.5 million would seem to be a possible reachable figure for 1985.

b. American Library Association meeting in Chicago. Thirty-six staff members were able to attend one day or more of the American Library Association annual conference this year, taking advantage of the fact that it was held in Chicago and was within fairly easy traveling distance.

c. Investigations into new telephone system for the Main Library. The telephone equipment in the Main Library has been in place since 1968, as it was not new technology then. Staff have discovered the costs we are dealing with to maintain this system are much higher than what it would cost to lease or to replace with a newer, much more cost-effective system. Information and quotations are being sought, and staff hope to have complete figures to present to the Board at the August meeting.

d. Hometown video award. For the second year in a row an ACPL Telecommunication Center producer has won the Hometown Video Award, the equivalent of an Oscar for the National Federation of Local Cable Programmers. This award was won by Doug Wylie for an Uncle Ducky Show episode. This was the only time a producer has ever won two years in a row.

e. ACPL 90th birthday celebration. This year marks the 90th birthday of the ACPL. Staff hope to commemorate the event with testimonials, displays, and other activities and events which will culminate with a celebration in November. Specific proposals for the observance will be presented at the August meeting.

5. Adopt a resolution to advertise the budget, tax rate, and levy for the Library operating fund and bond and interest redemption for 1986. The Board adopted a resolution to advertise the budget tax rate, and levy for the Library operating fund and bond and interest redemption for 1986.

Set a date for the public hearing on the 1986 Library operating and bond and interest redemption fund budgets. The Board set the date of 1:00 p.m. on August 22, 1985 as the date for the public hearing on the budget.

6. Adoption of a resolution to appeal for relief from levy limitations pursuant to I.C. 6-1.1 - 18.5. The Board adopted a resolution to appeal to the State Board of Tax Commissioners for relief from levy limilations.

7. Adoption of a resolution to enlarge the eligible group for participation in the Indiana Public Employees Retirement Fund. Report of the Compensation Committee. Alan McMahan reported that the Compensation recommended adoption of the resolution to enlarge the eligible group for participation in the Indiana Public Employees Retirement Fund to include those staff members working 30 or more hours per week. The Board adopted the resolution.

8. Set the salary range for the position of Director of the Allen County Public Library. The Board set the starting salary range for the position of Director of the Allen County Public Library at between $45,000 and $50,000.

9. Appointment of G. Stanley Hood as attorney to the Board for 1985. The Board appointed G. Stanley Hood to serve as attorney to the Board of Library Trustees for 1985.

10. Appointment of C. David Coil as consulting engineer to the Board for 1985. The Board appointed C. David Coil to serve as consulting engineer to the Board of Library Trustees for 1985.

11. Open bids for leases for photocopying equipment. Five bids were received for leases on photocopying equipment. The Board will study the bids with the assistance of staff members and a comparison will be made of the bids for the proposed three-phase operation. The Board hopes to have adequate information to make a decision by the August meeting.

12. Receive automation progress report. Janet Hartzell presented the automation progress report in Luana Stanley's absence. She informed the Board of the Cluster meeting held here at the Allen County Public Library with representatives from other libraries -public, institutional, and academic- in attendance. Barbara Markuson of INCOLSA gave the presentation and explained the cluster concept of automation. Three alternatives emerged from this cluster meeting for the ACPL. (1) We could discontinue our own planning for automation and ask INCOLSA to facilitate the cluster idea for our organization. This would put automation back at least a year for the ACPL. (2) We could ignore the cluster idea. This would work against our principle of resource sharing. (3) We could go ahead with our planning but plan to include an opportunity for clustering within our plans.

Janet Hartzell also reported on a meeting on bonding that was held with the Automation Committee, the Division Managers, Stan Hood, and attorney William Salin, who has had much experience with bonding. Mr. Salin provided much information on the bonding process. A transcript of the meeting will be provided at the next Board meeting.

14. Approval of a proposal for hours of service for the Northeast Regional libraries. Sheldon Kaye presented a proposal for hours of service for the libraries in the northeast region. The proposal involved reduction of hours

at the branches involved. Two plans were offered for the hours at Tecumseh Branch and New Haven Branch. Mr. McMahan moved that the Board adopt Plan II. Mr. Ganaway offered an amendment to Plan II, accepting the change in opening times at these branches but not accepting a 10 a.m. - 2 p.m. schedule at the Tecumseh Branch on Saturdays. Tecumseh and New Haven would open from 10:00 a.m. to 9:00 p.m. on Mondays and Tuesday, from noon to 9:00 p.m. on Wednesdays, and from 10:00 a.m. to 6:00 p.m. on Thursdays and Fridays. Saturday hours would be 10:00 a.m. to 6:00 p.m. at Tecumseh Branch and 10:00 a.m.to 2:00 p.m. at New Haven. The Board voted to adopt the amendment to Plan II. The Proposal was then passed by the Board, with the amended version of Plan II, with Mrs. Beaman abstaining.

15. Approval of the following salaried appointment:

Stephanie Archer	#448	Circulation Services Overdues Typist	Grade 3	$10,352.64

The Board approved the appointment as presented.

16. Approval of the following change in the authorized staffing table:

Gwen Fields	Georgetown Branch Library Assistant Manager	from $16,366.23 to $17,500.00

The Board approved the change in the authorized staffing table as presented.

17. Approval of payment of the following bills:

Manual checks (13 June - 30 July)	$86,212.55
July Accounts Payable	$487,465.36
	$573,677.91

Steven Fortriede certified that the bills were true and correct and properly supported by itemized invoices or other equivalent documentation. The Board approved the payment of the bills.

18. Review the schedule of locations for meetings of the Board of Library Trustees through 1985. The Board reviewed the schedule of locations and decided that all remaining meetings for 1985 would be held in the Board Room of the Main Library since business has been so intense and the Main Library is the most convenient to members of the Board.

19. Other business. None.

20. Adjournment. The Board adjourned.

ıda Item 5
ıested Action: Adoption

NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES

In the matter of determining the tax rates for certain purposes by the brary Board of the Allen County Public Library Allen County, Indiana. } Before the Library Board

tice is hereby given to taxpayers of the Allen County Public Library en County, Indiana, that the proper officers of said Library will conduct public hearing at 900 Webster Street, Fort Wayne, Indiana on the 86 Budget at 1 p.m. on August 22, 1985. Following this meeting, the orementioned officers of said Library, will meet at 900 Webster Street, Fort yne, Indiana at 3:00 p.m. on August 29, 1985 to adopt the following dget:

BUDGET ESTIMATES AND TAX RATES

NDS	BUDGET ESTIMATE	ESTIMATE OF FUNDS TO BE RAISED	PROPERTY TAX REPLACEMENT CREDIT	NET TAX RATE
brary Operating Fund	$6,550,000	$5,136,276	$	$ .42
brary Improvement Reserve Fund		XXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
nd and Interest Redemption Fund	364,493	360,297		.03
Fund				
Fund				
Fund				
Fund				
Fund				
tals	$6,914,493	$5,496,573	$	$ .45

Taxpayers appearing shall have a right to be heard thereon. After the tax levies have en determined, and presented to the County Auditor not later than two days prior to the cond Monday in September, and the levy fixed by the County Tax Adjustment Board, or on eir failure so to do, by the County Auditor, ten or more taxpayers feeling themselves grieved by such levies, may appeal to the State Board of Tax Commissioners for further and nal hearing thereon by filing of petition with the County Auditor on or before the tenth y after publication by the County Auditor of tax rates charged, and the State Board of Tax mmissioners will fix a date for hearing in this county.

Rae Gates
President of Library Board

Zohrab K. Tazian
Secretary of Library Board

James V. Ganaway
Treasurer of Library Board

ated 25 July, 1985

AGENDA ITEM 6
Requested Action: Adoption of resolution to appeal

PETITION TO APPEAL

I hereby petition and appeal to the State Board of Tax Commissioners for Relief from levy limitations pursuant to IC 6-1.1-18.5.

Steven C. Fortriede
Acting Director, Allen County Public Library

RESOLUTION

Be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, State of Indiana, that is is desired and deemed necessary to proceed with the proposed appeal as set forth in this petition.

Adopted this 25th day of July, 1985.

Rae Gates
(President, Board of Library Trustees)

Patricia Beers
(Vice-President, Board of Library Trustees)

Zohrab K. Tazian
(Secretary, Board of Library Trustees)

James V. Ganaway, Jr.
(Treasurer, Board of Library Trustees)

Lu Ann Beaman
(Member, Board of Library Trustees)

Alan McMahan
(Member, Board of Library Trustees)

Mary Koehlinger
(Member, Board of Library Trustees)

ATTEST:

Zohrab K. Tazian
Secretary, Board of Library Trustees
Allen County Public Library

AGENDA ITEM 7
Requested Action: Adoption

A RESOLUTION ELECTING TO ENLARGE PARTICIPATION IN THE PUBLIC EMPLOYEES' RETIREMENT FUND

WHEREAS, the Board of Library Trustees is the governing body of the Allen County Public Library in Allen County, in the State of Indiana, and

WHEREAS, the actuary for the Public Employees' Retirement Fund has furnished such governing body with certain cost estimates to become a participant in such Fund as established by the Acts of 1945, Chapter 340 and all Acts amendatory and supplemental thereto and,

WHEREAS, such governing body is fully cognizant that the percentage of cost of gross annual payroll of covered employees has been set at 4.75 % by the actuary of the Fund, and that at five year intervals, or more often as directed by the Board of Trustees of the Public Employees' Retirement Fund, the actuary will review the status of the employees covered and shall adjust the cost percentage accordingly so that the Fund will remain on an actuarially sound basis, and

WHEREAS, such governing body acknowledges its liability and that, pursuant to law it and its successors in office, must appropriate sufficient funds each year to retire the employees' prior service liability in an orderly manner and also fund the current costs accruing annually.

NOW THEREFORE, BE IT ORDAINED by the governing body of the Allen County Public Library in Allen County in the State of Indiana:

SECTION ONE: The Allen County Public Library elects to enlarge its participation in the Public Employees' Retirement Fund by including additional classes of employees as stated below in the coverage under Chapter 340 of the Acts of 1945, and all Acts amendatory and supplemental thereto. This agreement supplements the original dated _____.

SECTION TWO: The Allen County Public Library agrees to make the required contributions under the Public Employees' Retirement Fund Act which is the Acts of 1945, Chapter 340, and all Acts amendatory thereof and supplemental thereto, including specifically the Acts of 1955, Chapter 329, commonly designated as "The Indiana Public Employees' Social Security Integration and Supplemental Retirement Benefits Act."

SECTION THREE: The following are declared to be covered by the Fund: those persons working in positions requiring 30 hours or more per week. Position numbers 117, 156, 212, 368, 567, 478, 463, 464, 465.

SECTION FOUR: It is hereby declared that none of the classifications or positons specified in Section Three are compensated on a fee basis or of an emergency nature, or in a part-time category

SECTION FIVE: The active participating membership of the persons referred to in Section Three shall begin on 1 January 1986.

SECTION SIX: This Resolution shall be in full force and effect from date of passage and upon approval of the Board of Trustees of the Public Employees' Retirement Fund of Indiana, except that active participation membership shall begin on the date set forth in section five.

Dated this 25th day of July 1985

By: _____
President

_____
Secretary

_____
Member

_____
Member

EN COUNTY
BLIC LIBRARY
VEBSTER STREET
WAYNE, INDIANA
02: (219) 424-7241
G ADDRESS: BOX 2270
WAYNE, INDIANA 46801

J. Ashton
irector

AGENDA ITEM 8
Requested Action: Acceptance

17 July 1985

Mr. Ben Eisbart
Errol Houk Associates
3280 Mallard Cove Lane
Fort Wayne, Indiana 46804

Re: Terms of Agreement

Dear Mr. Eisbart:

The Allen County Public Library wishes to enter into an agreement with Errol Houk Associates for assistance in the matter of the employment of a new Director for the Allen County Public Library. The terms of the agreement are to be as follows:

The Allen County Public Library will pay Errol Houk Associates 30% of the first year's salary of the new Director. This fee will be paid in four installments:

25% upon agreement,
25% in thirty days,
25% in sixty days,
25% upon the new Director's starting work.

In addition, the Allen County Public Library will pay certain expenses of Errol Houk Associates for telephone, travel, and other expenses relating to this search. These expenses are not to exceed $2500.

The starting salary range for the new Director of the Allen County Public Library will be $45,000 - $50,000.

Thank you for your assistance in this matter.

Sincerely,

Rae Gates

Rae Gates
President, Board of Library Trustees
Allen County Public Library

RG:kws

EN COUNTY
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VEBSTER STREET
WAYNE, INDIANA
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J. Ashton
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AGENDA ITEM 8
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The starting salary range for the new Director of the Allen County Public Library will be $45,000 - $50,000.

Thank you for your assistance in this matter.

Sincerely,

Rae Gates

Rae Gates
President, Board of Library Trustees
Allen County Public Library

RG:kws

AGENDA ITEM #12
REQUESTED ACTION: RECEIVE REPORT

During the last month, the Automation Policy Committee of the Board and the staff Automation Advisory Committee have hosted two important events.

Over 100 area libraries were invited to attend a meeting to investigate the possibility of sharing an automated library system. Only 16 libraries responded. On Friday June 28, a meeting with representatives from those libraries was held in the auditorium of the Allen County Public Library. Barbara Markuson, executive director of INCOLSA (Indiana Cooperative Library Services Authority) led the discussion which centered around the concept of automation "clustering," or sharing of one automated library system among several libraries. She related INCOLSA's experience with these clusters within the state of Indiana.

Currently, INCOLSA is in the process of installing two clusters. One, the Southwest Cluster, is headquartered in the Evansville Public Library. It has a total of 4 participating libraries with approximately 71 terminals. The second cluster is headquartered in Indianapolis, but includes libraries in the northwestern part of the state. There are 8 libraries and 37 terminals in this cluster.

INCOLSA's role in these clusters is to be a facilitator and administrator helping the libraries make decisions which are necessary when they share a system and acting in their behalf with vendors in procuring the system.

The alternatives for clustering open to ACPL at this stage are three:

1. Abandon our current project and begin anew with INCOLSA acting as the facilitator and administrator to form a cluster of libraries in our corner of the state. The result of this course of action would be a delay of at least one year to regain the momentum which we have and to get to the point in the planning process where we are now.

2. Continue the planning, purchase and installation of a system now. Do not consider "clustering" with other libraries. The result of this course of action is to abandon the goal of resource sharing toward which ACPL has been working in the last several years. This alternative also does not allow us to recover any part of the costs automation incurs.

3. Continue the planning, purchase and installation of a system now. In the planning stages, identify and make policy decisions about the system which we purchase which will leave

doors open to the possibility of clustering later. This alternative will allow us to continue with our project and use the momentum we have built up to good advantage. It will also allow us to consider at our leisure the advantages and disadvantages of clustering and allow the solution to be a rational one.

In another meeting, this one held on 12 July 1985, bonding to pay for the automation project was the focus. William Salin, Stanley Hood, Division Managers and Automation Advisory Committee members met to learn about the bonding process and discuss the implications of using this process to pay for the automation project.

Mr. Salin briefly outlined the bonding process which includes the passage of a Resolution to Bond by the Board of Library Trustees, publication of the amount and purpose of the bond, gathering of taxpayer's signatures in a petition drive, and the use of bonding and financial consultants. The entire process could take from 4 to 6 months.

Key issues resulting from the meeting which need to be resolved are the economic benefit, if any, of bonding before the end of the year; the strategy to be employed in the petition process; and what other major projects, if any, should be funded through the bond issue.

AGENDA ITEM 14
Requested Action: Approval

PROPOSAL FOR HOURS OF SERVICE FOR LIBRARIES IN THE NORTHEAST REGION

At their May, 1985 meeting, the Library Board considered the proposal entitled "The Northeast Region For The Delivery of Branch and Bookmobile Services." (copy enclosed). Part of that proposal was to reduce the weekly hours of service at the Tecumseh and New Haven Branches from 60 and 61 hours respectively to 49 hours. Questions were raised as to the affect such a reduction would have on current patterns of use at the branches.

As a partial response to questions about the affect of a change in hours on use patterns, the Board received the report entitled "Saturday Use of Northeast Libraries" at their June meeting. A copy of that report is included here.

The purpose of this report is to provide the Board with additional information about the use patterns at Northeast Region libraries, and to offer an alternative recommendation for scheduling hours of service.

ANALYSIS OF DAILY AND HOURLY ACTIVITY LEVELS
NORTHEAST REGION LIBRARY

New Haven Branch

During the representative month of April, 1985, 464 books were circulated from the New Haven Branch on four Saturdays. As the total circulation for the month was 6,364, Saturday circulation amounted to 7.3% of the circulation for the days of the week.

Interestingly, rank order of circulation by days of the week followed the sequence of the days of the week. Monday's circulations, at 30.8% were the greatest, followed by Tuesday at 23.3%, Wednesday at 16.5%, Thursday at 13.2% and Friday at 8.9%.

It should be remembered that Saturday is a short day at New Haven. The Library is open for five hours between 9:00 a.m. and 2:00 p.m.. In order to understand average circulation per hour open, therefore, two Saturday's during a ten day period were compared with the other days of the week.

On one of the Saturday's sampled, the average hourly circulation was 19.4 - a rate comparable to the average hourly circulation throughout the week. On the second Saturday sampled, the average hourly circulation was 20.6 which is a little less than the average hourly circulation of 25.2 for the week.

It can generally be stated that Saturday's circulation at New Haven is the lowest in terms of total amounts but not lowest in terms of the activity rate per hour.

Tecumseh

Tecumseh's sample comes from the four week period March 18 - April 13. During this period 7,995 books were circulated. The Saturday circulation amounted to 1,285 or 16.1% of the circulation of the days of the week.

The percentages of the circulation accounted for by the other days of the week are: Monday 24.4%; Tuesday 17.8%; Wednesday 17.7%; Thursday 10.6% and Friday 13.4%. These figures suggest an activity level on Thursday and Friday less than on Saturday.

Looking at the average circulation per hour open of the days of the week for Tecumseh Branch we found:

Day	Rate		Rank
Monday	40.7 / hour	--	1
Tuesday	29.7 / hour	--	4
Wednesday	39.3 / hour	--	2
Thursday	23.4 / hour	--	5
Friday	29.7 / hour	--	4
Saturday	35.7 / hour	--	3

Woodburn

The following figures represent the activity rate at Woodburn on Saturdays:

January	February
89	50
47	31
41	83
49	65
Total = 226	Total = 229
Average = 56.5	Average = 75.25

March	April
36	25
55	47
33	41
33	63
Total = 284	Total = 176
Average = 56.8	Average = 44

Four month average Saturday circulations:

53.6

Average hourly circulations:

$53.6 \div 3 = 17.9$

Actually, this rate is about average for the week at Woodburn.

Woodburn is open 36 hours / week.

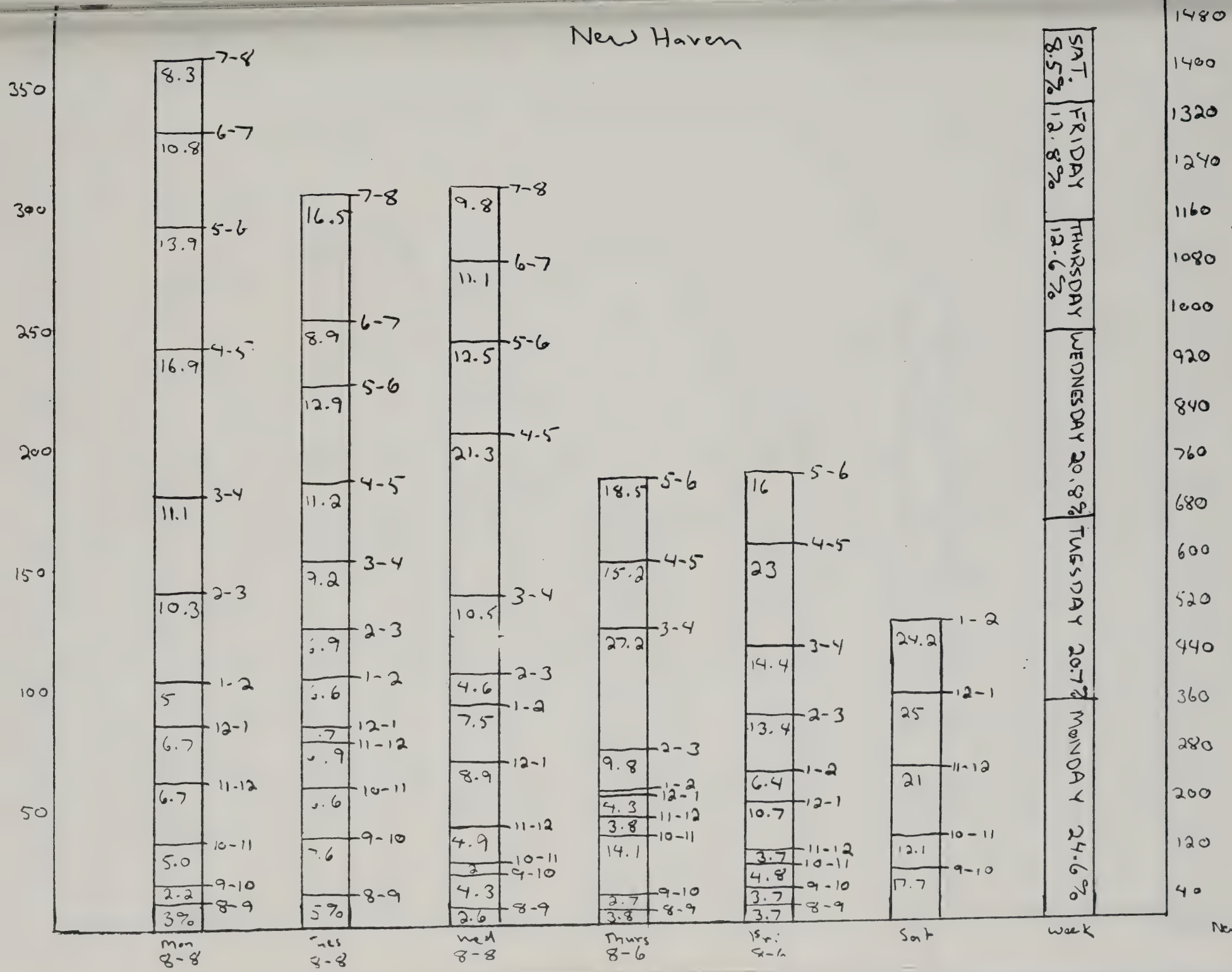
36 x 17.9 = 644.4 (average weekly circulation).

644.4 x 52 = 33,508.8 (Woodburn's approximate annual circulation without the summer reading program increment built in.

In addition to looking at the daily circulation of Northeast Region Branches, we studied the hourly circulation at New Haven and Tecumseh. The following two graphs depict the hourly circulation at New Haven and Tecumseh respectively.

Referring to the graphs; each vertical bar represents 100% of one day's total circulation. The bars are each divided by hours of the day, and the space between the divisions represents the percentage of the day's circulation that takes place during that hour. All six bars on a page taken together represent the circulation for that branch for one week.

New Haven


350
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200
150
100
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6-7
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4-5
3-4
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1-2
12-1
11-12
10-11
9-10
8-9
8.3
10.8
13.9
16.9
11.1
10.3
5
6.7
6.7
5.0
2.2
3%
16.5
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.7
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16
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10.7
3.7
4.8
3.7
3.7
24.2
25
21
12.1
7.7
SAT. 8.5%
FRIDAY 12.8%
THURSDAY 12.6%
WEDNESDAY 20.8%
TUESDAY 20.7%
MONDAY 24.6%
1480
1400
1320
1240
1160
1080
1000
920
840
760
680
600
520
440
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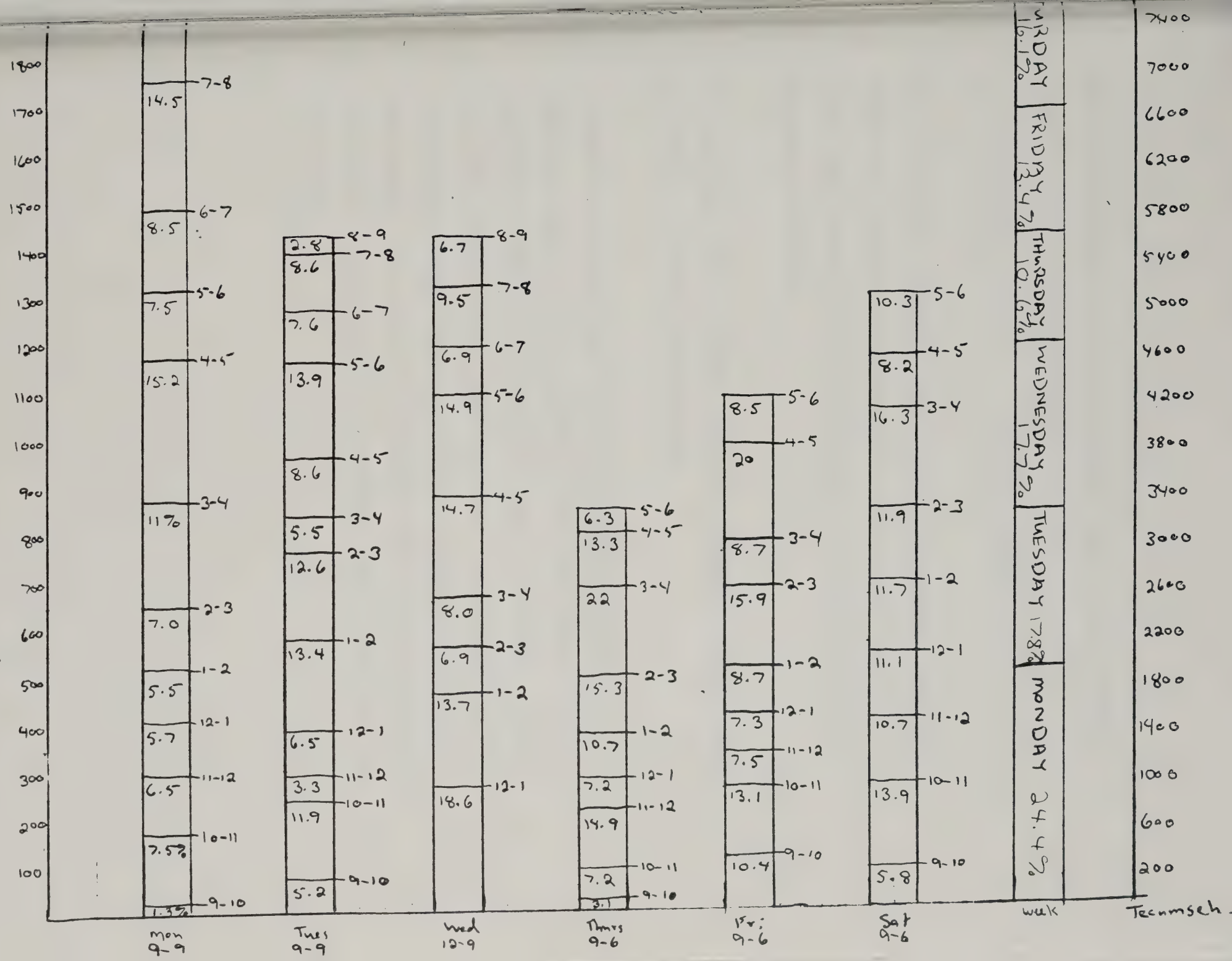
200
120
40
Mon 8-8
Tues 8-8
Wed 8-8
Thurs 8-6
Fri 8-6
Sat
Week
New Haven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1700
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7-8
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6-7
8.5
5-6
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4-5
15.2
3-4
11%
2-3
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11-12
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10-11
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13.1
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5-6
10.3
4-5
8.2
3-4
16.3
2-3
11.9
1-2
11.7
12-1
11.1
11-12
10.7
10-11
13.9
9-10
5.8
MRDAY 16.1%
FRIDAY 13.4%
THURSDAY 10.6%
WEDNESDAY 17.7%
TUESDAY 17.8%
MONDAY 24.4%
7400
7000
6600
6200
5800
5400
5000
4600
4200
3800
3400
3000
2600
2200
1800
1400
1000
600
200
Mon 9-9
Tues 9-9
Wed 12-9
Thurs 9-6
Fri 9-6
Sat 9-6
week
Tecumseh.

The original proposal for hours of service at New Haven and Tecumseh called for 49 hours weekly as follow:

Mon. - Tues. - Wed.	10:00 a.m. - 9:00 p.m.
Thurs. - Fri.	10:00 a.m. 6:00 p.m.

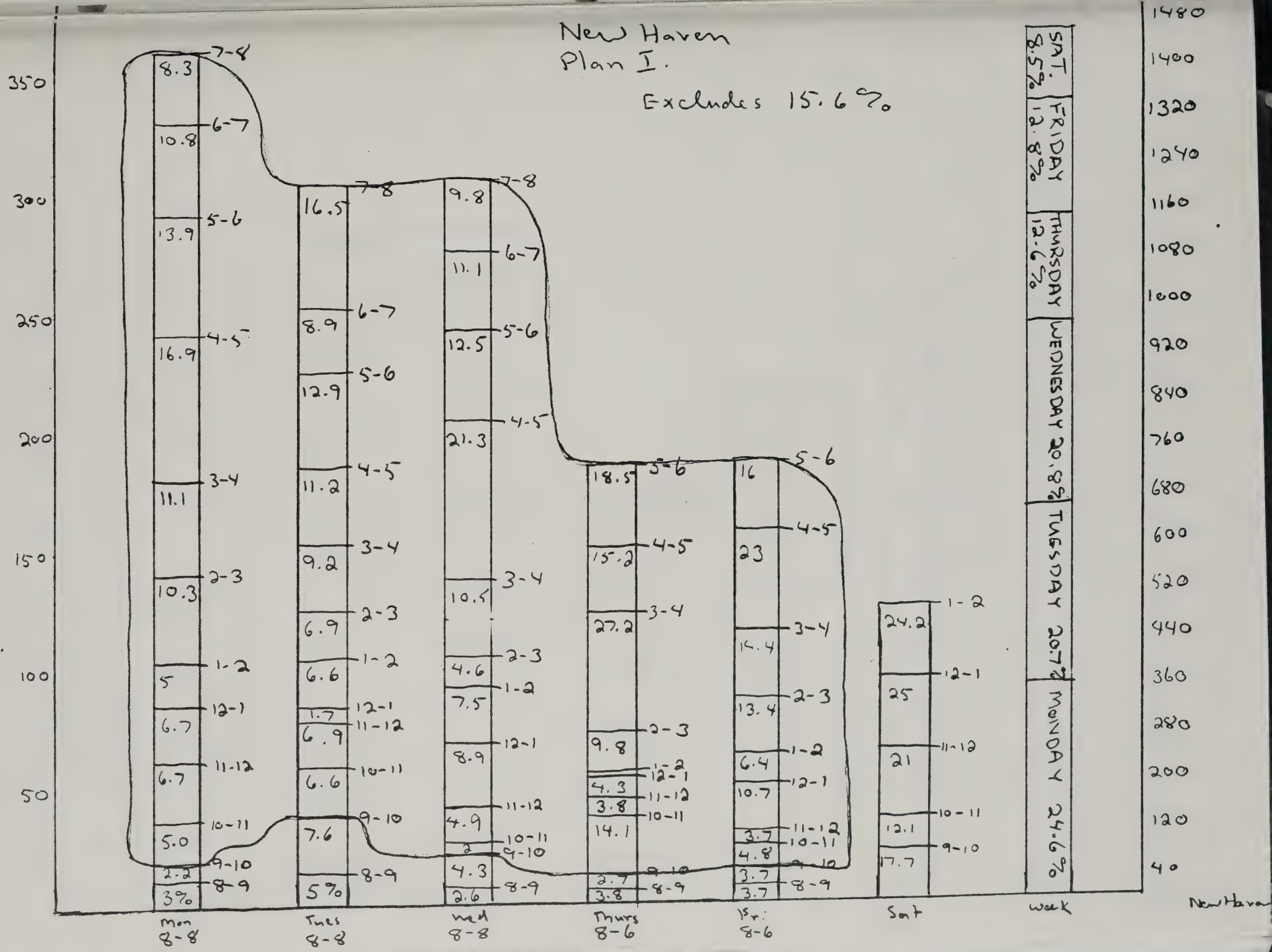
Referring to this proposal as Plan I, and using the graphs showing hourly use, we have shown the affect those hours would have on current use patterns by outlining the part of the week that would be included in this plan.

As can be seen, Plan I excludes 15.6% of the current use at New Haven and 19% of the current use at Tecumseh.

It should be understood that the excluded amounts only relate to current use patterns and is suggestive of what would happen only if people did not adjust their patterns of use. Our experience is that people are flexible and will adjust to change. For example, Tecumseh is currently closed on Wednesday mornings to allow them to be open that evening. Even though it is a shorter day, Wednesday's circulation at Tecumseh is virtually the same as Tuesday, when the branch is open for 12 hours.

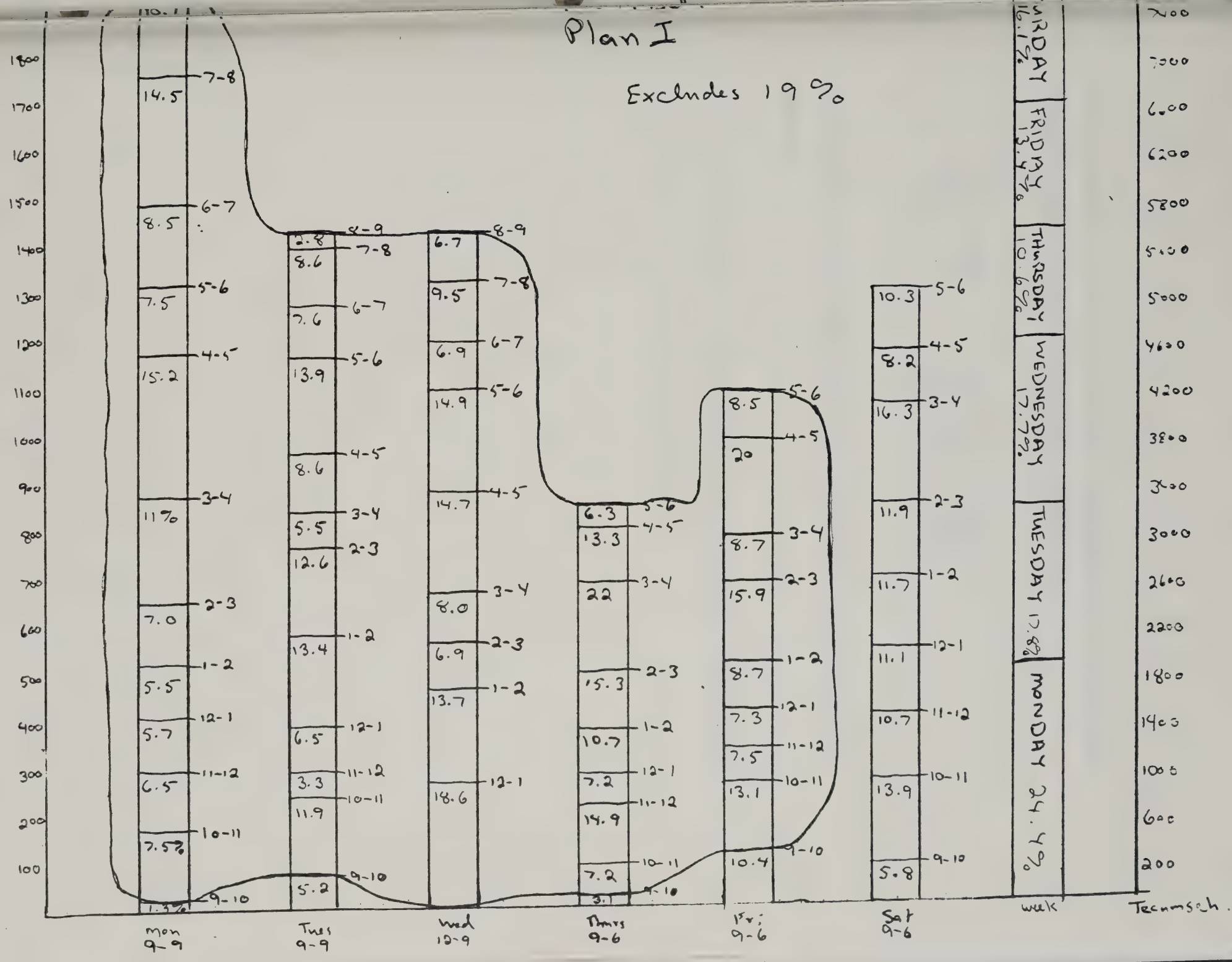
New Haven
Plan I.

Excludes 15.6 %



Plan I

Excludes 19 %



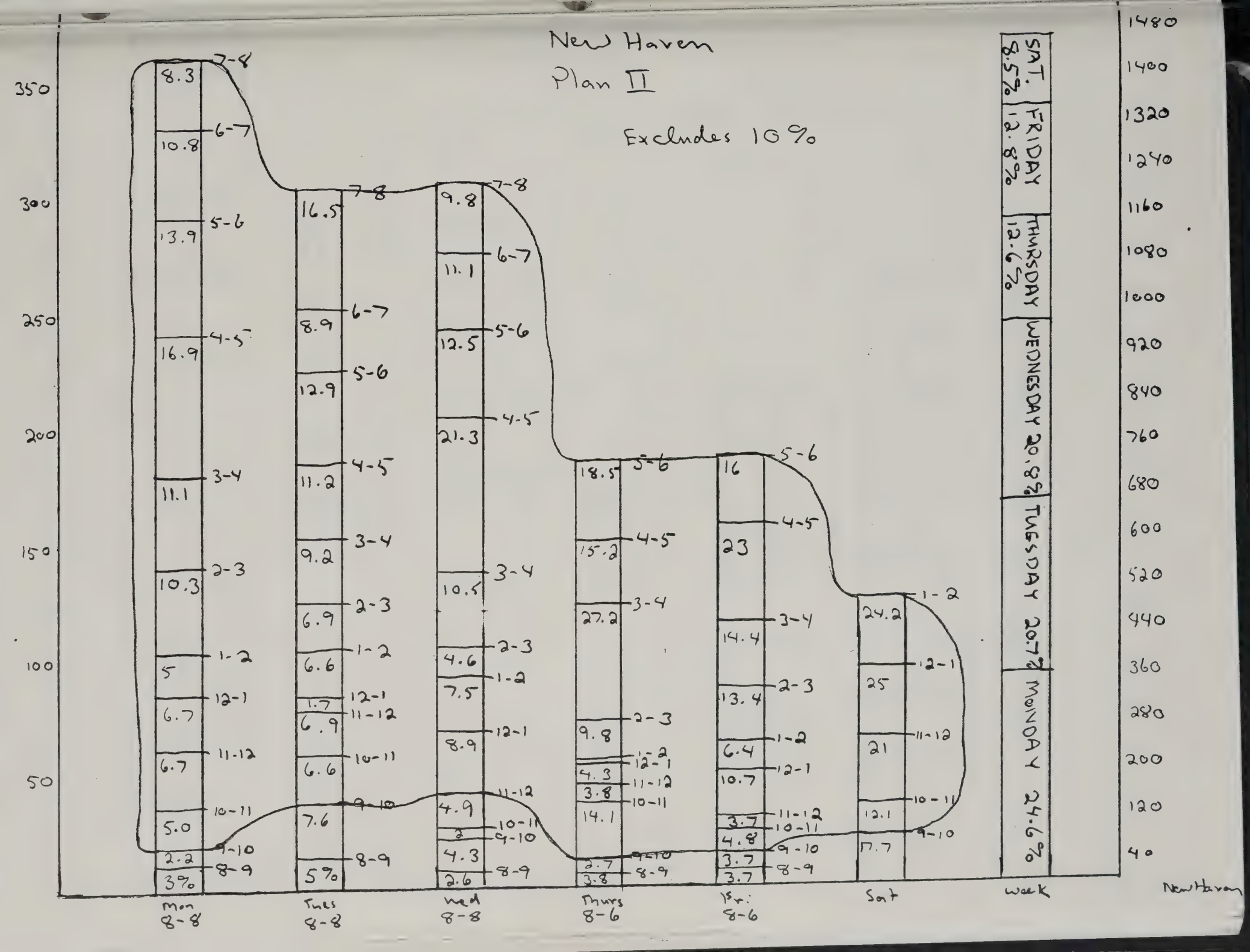
As an alternate to Plan I, we recommend consideration of the following 51 hour per week schedule for New Haven and Tecumseh.

Plan II:

Mon. - Tues.	10:00 a.m. - 9:00 p.m.
Wed.	12:00 noon - 9:00 p.m.
Thurs. - Fri.	10:00 a.m. - 6:00 p.m.
Sat.	10:00 a.m. - 2:00 p.m.

We have outlined the affect these hours would have on the current use patterns.

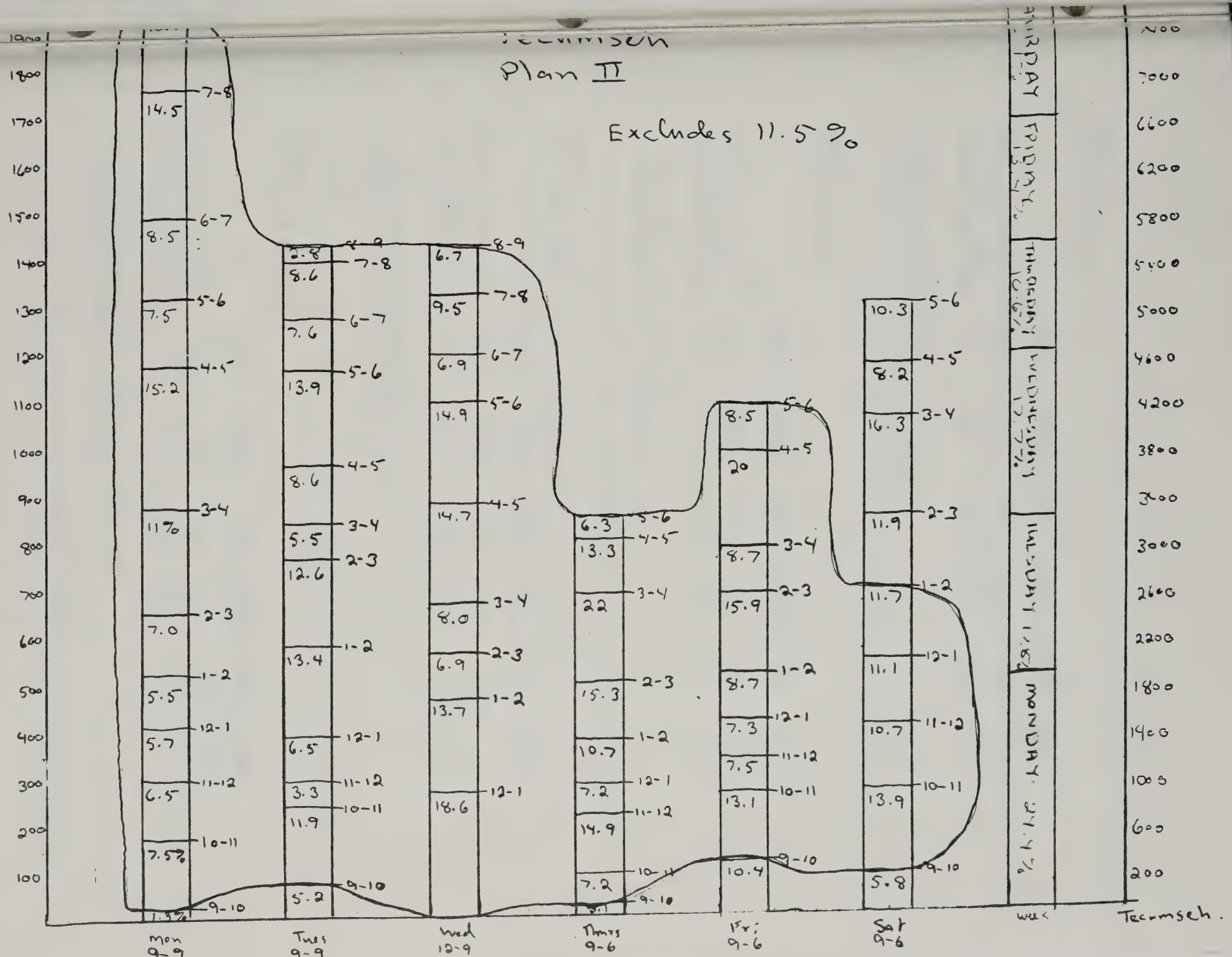
As can be seen, Plan II includes 10% of the current use at New Haven and 11.5% of the current use at Tecumseh.


New Haven
Plan II
Excludes 10%
SAT. 8.5%
FRIDAY 12.8%
THURSDAY 12.6%
WEDNESDAY 20.8%
TUESDAY 20.7%
MONDAY 24.6%
Mon 8-8
Tues 8-8
Wed 8-8
Thurs 8-6
Fri. 8-6
Sat
Week
New Haven

Tecumseh

Plan II

Excludes 11.5 %



Plan I
Tecumseh Branch

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Hours of Service	10-9	10-9	10-9	10-6	10-6	--
# of hours open	11	11	11	8	8	--
average staff/hour	2.5	2.5	2.5	2.5	3.5	

Total hours for week: 49
Average Staff/hour for the week: 2.7

Plan II
Tecumseh Branch

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Hours of Service	10-9	10-9	Noon-9	10-6	10-6	10-2
# of hours open	11	11	9	8	8	4
average Staff/hour	2.5	2.5	2.2	3	3	2

Total hours for week: 51
Average Staff/hour for the week: 2.6

Plan I
New Haven Branch

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Hours of Service	10-9	10-9	10-9	10-6	10-6	--
# of hours open	11	11	11	8	8	--
average Staff/hour	2.3	2.5	2.3	3	2.5	--

Total hours for week: 49
Average Staff/hour for the week 2.5

Plan II
New Haven Branch

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Hours of Service	10-9	10-9	Noon-9	10-6	10-6	10-2
# of hours open	11	11	9	8	8	4
average Staff/hour	2.3	2.5	2.2	2.9	2.4	1

Total hours for week: 51
Average Staff/hour for the week: 2.3

As we proposed in the original document, "The Northeast Region For The Delivery of Branch and Bookmobile Service", we recommend that the hours of Georgetown be reduced from 66 hours per week to 60 hours per week. We propose that this be accomplished by opening one hour later Monday through Saturday. Opening at 10:00 a.m.

-- will give the Regional Library and Community libraries a uniform opening hour.

-- will have Georgetown open at the same time as the retail stores in the shopping center.

-- will move the branch toward a more productive staffing density per hour open.

Finally, also as we proposed in the original pan for the region, we recommend that Woodburn not be open on Saturday, and that Woodburn and Harlan's 35 hours per week be scheduled:

				Hours
Monday	-	Noon - 5:00 p.m.	6:00 - 9:00 p.m.	8
Tuesday	-	9:00 a.m. - noon		3
Wednesday	-	Noon - 5:00 p.m.	6:00 - 9:00 p.m.	8
Thursday	-	9:00 a.m. - noon	1:00 - 6:00 p.m.	8
Friday	-	9:00 a.m. - noon	1:00 - 6:00 p.m.	8
				35 hours

Our careful study shows us that these recommendations will allow us to modify hours in order to accomplish staffing densities with which we can better serve our patrons. The modifications are also minimally disruptive of current use patterns.

AGENDA ITEM 5
Requested Action: Approval

THE NORTHEAST REGION FOR THE DELIVERY OF BRANCH AND BOOKMOBILE SERVICES

Branch Library Service Plan Recommended for Allen County Public Library, Fort Wayne Indiana by Lester E. Stoffel and Robert H. Rohlf:

"The first direction the Allen County Library must take is to specifically define the role of a branch. Is a branch really meant to be a mini-library, and are all branches to be somewhat the same in scope except varying in size, etc.? Or should there be varying types of branches with differing sizes and scope of collection, not unlike the retail concept?" (p. 4)

"Our recommendation (is) that you continue your tiered approach but develop it much more extensively than it has been to date. We recommend that you develop three regional libraries as administrative and service areas, not just three regional areas for bookmobile service. These would become three separate administrative areas with the staff within each region meeting regional service demands and over a period of time, regional staffs could be cross-trained so they could be virtually interchangeable between the libraries within their region." (p.11)

The Northeast region of Allen County represents an opportunity to implement some key elements of the report. This area is defined by the Saint Joseph River on the north and west, the Penn Central Railroad tracks on the south, and the Indiana State Line on the east. It includes the New Haven, Harlan, Woodburn, Tecumseh, and Georgetown branches. Georgetown is the regional headquarters.

Reading Center Branch

The purpose of a Reading Center Branch is to provide popular, high circulation

materials intended to meet recreational and the most popular informational needs of adults and juveniles. Juvenile circulation will be greater than adult circulation. Reading Center Branches will deal primarily with print material. The collection of a Reading Center Library is not intended to support the research needs of students or adults. The collection will include only a few basic, general reference books.

Community Library Branch

The primary purpose of a Community Library Branch is to provide popular, high circulation materials intended to meet recreational and most popular informational needs of adults, students (to high school), and juveniles. There will be a relatively small core collection of standard titles. Adult circulation will be greater than juvenile circulation. While a Community Library Branch will deal primarily with print material, the collection will also include a modest selection of circulating sound recordings and framed art prints. The collection of the Community Library Branch will support some supplementary elementary school research needs but will not support all or even most of the research needs of high school students. Adults will find non-fiction materials to keep them informed on currently popular topics and to help them with day-to-day living questions (cookbooks, 'how-to-do-it,' home and auto repair, etc.). There will be a basic reference collection.

Community Library Branches will act as back up to Reading Center Branches with regard to administration, resource sharing, and reference.

Regional Branch Libraries

The primary purpose of a Regional Branch Library is to provide popular, high circulation materials intended to meet the recreational and most popular informational needs of adults, students (through high school) and juveniles. The collection will be oriented towards high demand material in multiple copies

when appropriate but will also have a core collection of standard titles. The size, nature, and depth of the collection will support the needs of both the regular patrons of the branch and the patrons of the other branches in the region. The amount of adult and juvenile circulation will be about equal.

While the Regional Library collection will be primarily print oriented, it will also have some popular audio-visual formats, such as sound recordings and framed art prints. It will be the branch experimenter of other AV formats for the region.

The collection of the regional library will support much but not all research needs of students through high school. Adults will find non-fiction materials to keep them informed on currently popular topics and to help them with day-to-day living questions (cookbooks, 'how-to' books, home and auto repair, etc.). The collection will also address some basic informational needs of small businesses and professions.

There will be a reference collection that is more extensive than at the community library level.

Regional Branch Libraries will act as back-up to community and reading center libraries.

Quantitative Descriptions

	Regional	Community	Reading Center
Population served	50,000 -	12,000 - 30,000	Up to 12,000
Collection size	Approx. 60,000	20,000 - 40,000	Approx. 10,000
Size of staff	Approx. 5.5 - 10 FTE	3.5 - 5 FTE	1-2
Annual circulation	180,000 - 400,000	90,000 - 150,000	20,000 - 50,000
Hours open/week	60	50	36

Implementation

Benefits of a regional approach to branch library organization

1. Staffing - more flexibility and also opportunities for job enrichment through working in different settings.

2. Programming - opportunities to coordinate programs throughout the region and to use programming resources efficiently.

3. Resource sharing and backup - insofar as is possible in our current manual circulation control, there are great opportunities for material to move more freely from branch to branch. There are also opportunities to handle more reference questions locally.

4. Promotion - there are opportunities to promote programs and services developed in a coordinated way among branch libraries in a region.

Stoffel and Rohlf, page 4:

"We believe that the open hours of public service currently maintained by the Allen County branch system are far too great for the size of the staff and also for the size and scope of some of the branch libraries."

"We are recommending that hours be established by grades of libraries. Those hours would be 60 hours per week for the largest libraries, 50 hours per week for middle sized libraries, and a maximum of 36 hours per week for the small libraries." (p. 6)

"We are recommending a staff workload range... included in Chart D." (p.8).

Chart D

RECOMMENDED STAFF WORK LOADS

-Clerical staff workload for circulation --

Depending on building configuration, local conditions, etc. --

Efficient range - 38,000 - 44,000 circulation annually per f.t.e.

-Professional information contacts per year --

Efficient range - 7,900 - 9,100 annually per f.t.e.

-Staff work load, professional and clerical measured by circulation:

variable is professional --

clerical ratio - 24,000 to 30,000 annually

Hours and Staffing Proposals:

Hours

We recommend a 60 hour week for Georgetown Branch Library. The branch would remain open six days per week, but would open at 10 a.m. each day instead of 9 a.m. each day.

We recommend reducing the hours at the Tecumseh Branch and the New Haven Branch from their current levels of approximately 60 hours to 49 hours per week. These 49 hours would be distributed as follows: Monday, Tuesday, Wednesday, 10 a.m. to 9 p.m. Thursday and Friday, 10 a.m. to 6 p.m. Saturday hours at both branches would be discontinued. Ample branch service would remain available at Georgetown on Saturdays. The two branches currently have low or only average circulation on Saturdays, and scheduling of staff generally requires some staff members to work nearly every Saturday.

We are recommending the following hours and schedule for the Woodburn and Harlan branches.

		Hours
Monday	Noon - 5:00, 6:00 - 9:00 p.m.	8
Tuesday	9:00 a.m - Noon	3
Wednesday	Noon - 5:00, 6:00 - 9:00 p.m.	8
Thursday	9:00 a.m. - Noon, 1:00 - 6:00 p.m.	8
Friday	9:00 a.m. - Noon, 1:00 - 6:00 p.m.	8
		35 hours

Staffing

We recommend adding five 20-hour (2.5 FTE) grade level 3 positons to the northeast region. While these staff will have a branch assignment, they will be cross-trained to work in the Georgetown, New Haven, and Tecumseh branches.

Usual branch assignments will call for one person to be assigned to Tecumseh,

one person to New Haven, and three people to Georgetown. This staff will be used to meet staffing needs/shortages at Georgetown, Tecumseh, and New Haven.

Need for additional staff or substitutes at Harlan and on the bookmobiles will be met from staff regularly assigned to Georgetown and specifically trained to help out with these locations.

Need for additional staff or substitutes at Woodburn will be met by staff regularly assigned to New Haven and specifically trained to help out at Woodburn.

Staff shortages created at Georgetown and/or New Haven by needs at Harlan, Woodburn, or on the bookmobiles will be filled from the five part-time positions described above.

The coordinator of this scheduling activity will be the manager of the Georgetown Branch.

Conclusion

The staff believes that adoption of the recommendations concerning organization, hours, and staffing will result in improved service, better use of resources, and increased clarity of the Library's objectives in the northeast region of Allen County. Successful implementation will provide the model for extension to the rest of the Library system.

EN COUNTY
LIC LIBRARY
EBSTER STREET
WAYNE, INDIANA
2: (219) 424-7241
ADDRESS: BOX 2270
VAYNE, INDIANA 46801

. Ashton
ector

AGENDA ITEM 7

Requested Action: Review data

SATURDAY USE OF NORTHEAST BRANCH LIBRARIES

At the May meeting the Board of Library Trustees requested additional information in relation to staff recommendations concerning hours of northeast branch libraries. The information on the attached sheet is a first effort in this direction. Additional data for all locations and all days of the week can be generated, to assist in decision-making about branch weekly schedules.

		SYSTEM TOTAL	GEORGETOWN	HARLAN	NEW HAVEN	TECUMSEH	WOODBURN
AVERAGE PATRON/HR	SAT	40	53	x	10	16	9
	TOTAL	37	53	9	10	13	7
CIRCULATION/ HOUR	SAT	72	113	x	24	32	22
	TOTAL	64	98	27	24	37	20
% OF PATRONS COMING IN FOR "OTHER" IN ADDITION TO CIRC & REF	SAT	.69	.65	x	.83	.79	.79
	TOTAL	.67	.71	.72	.80	.74	.83
% OF PATRONS COMING IN FOR "OTHER" ONLY	SAT	.27	.25	x	.30	.20	.24
	TOTAL	.26	.28	.15	.24	.21	.28

This chart was developed from the results of four surveys taken in October 1983, April 1984, October 1984, and April 1985. The figures shown are the average of the four surveys. The survey instrument is one which has been developed for use by libraries nationwide and extensively tested. There are strict guidelines for its use. Because of this, and even allowing for the small size of the Saturday samples, these figures are a fairly accurate respresentation of the relation of Saturday service at the Northeast branches to the total service of those branches.

The chart covers two main areas of concern: The amount of business, measured in patrons/hour and circulation/hour, on Saturday as compared to the rest of the week, and the relationship of non-circulation services to circulation. The figures show that approximately one fourth of the people who come to a northeast branch on Saturday are there to do something other than to check out a book and that three-fourths of the patrons are there to do something else in addition to checking out a book. From other figures supplied through the survey, we know that approximately half of this "other" use is to return books.

Conclusion

Survey figures portray Saturday as a nearly average day at the northeast branches, slightly busier than normal in terms of the number of patrons and circulations but, on average, almost exactly average for other days. New Haven shows relatively more patrons coming in on Saturday for something "other" than circulation, all of the other branches show slightly less.

Proposal

The methods used to develop these figures can be applied to all of the days of the week. In addition, circulation figures which break the days of the week apart into morning, afternoon, and evening segments are available for some branches. With these, we will develop a scale which will rank the days of the week, and segments of days, in terms of the amount of public service provided during each segment and which may be used as a tool to evaluate adjustments to branch hours.

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J Ashton
ector

AGENDA ITEM 16
Requested Action: Approval

Because of the increased responsibilities which the management of the Northeast region has placed on Kathy Witwer, manager of the Georgetown Regional Library, the Georgetown assistant manager Gwen Fields has assumed increased responsibility for the daily routine guidance of the Georgetown staff of 9.1 fte and the operation of the branch. We propose the following change in salary:

Gwen Fields	#111	Georgetown Regional Library Assistant Manager	from $16,366.23 to $17,500.00

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
Director

AGENDA ITEM 18
Requested Action: Review

SCHEDULE OF BOARD MEETINGS FOR 1985

All meetings are scheduled for the fourth Thursday of the month at 3:00 p.m., except as otherwise noted.

24 January	Main Library	
28 February	Main Library	
28 March	Main Library	
25 April	New Haven Branch	
23 May	Little Turtle Branch	
27 June	Tecumseh Branch	
25 July	Monroeville Branch	
29 August	Main Library	(Fifth Thursday)
26 September	Harlan Branch	
24 October	Georgetown Branch	
26 November	Main Library	(Tuesday)
30 December	Main Library	(Monday)

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ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

	DATE	SUMMIT BANK	CERTIFICATES OF DEPOSIT	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
1984	JAN 01	841,633.07		2,665.45	200.00	300.00		844,798.52
	JAN 31	314,920.52		2,665.45	200.00	300.00		318,085.97
	FEB 29	15,591.39		2,665.45	200.00	300.00	1,650.40	20,407.24
	MAR 31	594,052.13		2,700.56	200.00	300.00	2,507.65	599,760.34
	APR 30	848,710.03		2,700.56	200.00	300.00	1,511.65	853,422.24
	MAY 31	1,123,355.05		2,700.56	200.00	70.00	1,344.10	1,127,669.71
	JUN 30	829,541.32		2,736.14	200.00	50.00	1,313.65	833,841.11
	JUL 31	483,064.53		2,736.14	200.00	5.00	1,040.10	487,045.77
	AUG 31	159,173.62		2,736.14	200.00	75.00	1,256.10	163,440.86
	SEP 30	153,844.99		2,772.58	200.00	50.00	1,292.10	158,159.67
	OCT 31	589,898.52		2,772.58	200.00	25.00	637.10	593,533.20
	NOV 30	1,107,005.69		2,772.58	200.00	100.00	1,212.10	1,111,290.37
	DEC 31	1,121,127.31		2,809.51	200.00	10.00	1,828.10	1,125,974.92
1985	JAN 31	377,085.61	200,000.00	2,809.51	200.00	10.00	1,236.10	581,341.22
	FEB 28	91,503.10	200,000.00	2,809.51	200.00	10.00	1,374.00	295,896.61
	MAR 31	88,043.19	200,000.00	2,846.11	500.00	10.00	1,139.00	292,538.30
	APR 30	(91,524.71)	200,000.00	2,846.11	866.25	95.00	921.00	113,203.65
	MAY 31	997,638.15	200,000.00	2,846.11	876.25	65.00	1,168.00	1,202,593.51
	JUN 30	1,098,659.50	200,000.00	2,883.60	888.25	55.00	1,514.00	1,304,000.35
	JUL 31							0.00
	AUG 31							0.00
	SEP 30							0.00
	OCT 31							0.00
	NOV 30							0.00
	DEC 31							0.00
1986	JAN 01							0.00

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ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

	DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BORROW	LSCA RETROCON	PAYROLL FUND	ALL FUNDS
1984	JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
	JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
	FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
	MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
	APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
	MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
	JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
	JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
	AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
	SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67
	OCT 31	396,782.36	637.10	200.00	45,708.71	89,018.98	26,089.55	25.00	2,772.58	6,703.68	2,365.45	942.60	0.00	0.00	0.00	22,287.19	593,533.20
	NOV 30	789,701.96	1,212.10	200.00	145,708.71	89,018.98	25,989.55	100.00	2,772.58	2,421.02	2,365.45	852.76	0.00	0.00	0.00	50,947.26	1,111,290.37
	DEC 31	649,042.52	1,828.10	200.00	185,365.29	206,499.98	25,989.55	10.00	2,809.51	2,924.09	2,365.45	(1,049.10)	0.00	0.00	0.00	49,989.53	1,125,974.92
1985	JAN 31	338,884.12	1,236.10	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	2,934.06	0.00	1,053.62	0.00	0.00	0.00	21,743.54	581,341.22
	FEB 28	46,336.65	1,374.00	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	5,382.47	0.00	(561.96)	0.00	0.00	0.00	27,875.67	295,896.61
	MAR 31	69,024.81	1,139.00	500.00	10,377.79	192,313.98	0.00	10.00	2,846.11	6,666.54	0.00	612.87	10,925.00	4,454.00	(6,331.80)	0.00	292,538.30
	APR 30	(51,169.39)	921.00	866.25	10,377.79	192,313.98	0.00	95.00	2,846.11	6,214.15	0.00	(1,512.94)	0.00	4,454.00	(52,202.30)	0.00	113,203.65
	MAY 31	838,701.01	1,168.00	876.25	156,377.79	192,313.98	0.00	65.00	2,846.11	5,451.80	0.00	339.47	0.00	4,454.00	0.10	0.00	1,202,593.51
	JUN 30	902,526.82	1,514.00	888.25	192,992.27	192,313.98	0.00	55.00	2,883.60	5,410.61	0.00	961.72	0.00	4,454.00	0.10	0.00	1,304,000.35
	JUL 31																0.00
	AUG 31																0.00
	SEP 30																0.00
	OCT 31																0.00
	NOV 30																0.00
	DEC 31																0.00
1986	JAN 01																0.00

MISCELLANEOUS INCOME SUMMARY--1985

G/L#	S/A#	DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	%	% 1984
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	0.00	9,000.00	4,464.04							13,464.04	0.44	(29.57)
10	5102	BOND-PROPERTY	0.00	0.00	0.00	0.00	137,000.00	29,398.86							166,398.86	5.45	12.13
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,751.58							2,751.58	0.09	0.81
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00							0.00	0.00	
		BOND-TOTAL	0.00	0.00	0.00	0.00	146,000.00	36,614.48	0.00	0.00	0.00	0.00	0.00	0.00	182,614.48	5.98	7.27
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	0.00	122,000.00	61,461.92							183,461.92	6.01	(29.48)
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	0.00	1,873,000.00	394,365.42							2,267,365.42	74.25	12.28
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,493.11							37,493.11	1.23	0.94
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00							0.00	0.00	
		OPERATING-TOTAL	0.00	0.00	0.00	0.00	1,995,000.00	493,320.45	0.00	0.00	0.00	0.00	0.00	0.00	2,488,320.45	81.50	7.40
		LOCAL TAX REVENUES	0.00	0.00	0.00	0.00	2,141,000.00	529,934.93	0.00	0.00	0.00	0.00	0.00	0.00	2,670,934.93	87.48	7.40
11	5111	PHOTOCOPYING FEES	6,593.48	7,029.97	8,225.00	9,190.47	7,975.38	7,009.17							46,023.47	1.51	(6.75)
12	5121	EXTENDED USE FEES	8,881.33	7,771.11	7,927.12	8,776.62	9,920.13	8,169.45							51,445.76	1.68	8.40
13	5131	GRANTS	3,993.00	0.00	61,435.00	0.00	61,901.00	2,621.00							129,950.00	4.26	93.01
14	5141	PARKING LOTS	6,986.07	9,285.06	9,210.77	9,571.90	9,118.74	9,138.36							53,310.90	1.75	27.71
15	5151	RENT---TRI-ALSA	916.06	908.16	1,035.25	832.82	953.36	993.51							5,639.16	0.18	21.65
15	5152	RENT---SERVICE CENTER	825.00	825.00	825.00	825.00	825.00	825.00							4,950.00	0.16	(12.39)
15	5153	RENT---OTHER	20.00	30.00	60.00	70.00	10.00	125.00							315.00	0.01	(50.36)
		TOTAL RENT	1,761.06	1,763.16	1,920.25	1,727.82	1,788.36	1,943.51	0.00	0.00	0.00	0.00	0.00	0.00	10,904.16	0.36	(0.15)
16	5161	GIFTS-UNRESTRICTED	45.10	62.96	2.30	19.13	13.50	1.45							144.44	.00	(52.06)
16	5162	GIFTS-GENEALOGY CLASS	0.00	0.00	1,440.00	0.00	0.00	0.00							1,440.00	0.05	29.73
16	5163	GIFTS-RESTRICTED	0.00	20.00	55.00	46.12	45.53	156.25							322.90	0.01	(97.06)
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00							0.00	0.00	
		TOTAL GIFTS	45.10	82.96	1,497.30	65.25	59.03	157.70	0.00	0.00	0.00	0.00	0.00	0.00	1,907.34	0.06	(84.59)
17	5171	INTEREST	5,826.59	3,665.95	1,346.74	4,371.92	7,510.14	1,521.09							24,242.43	0.79	(33.47)
18	5181	SUBSCRIPTION CARDS	180.00	160.00	140.00	280.00	101.50	120.00							981.50	0.03	88.75
19	5191	CABLE ACCESS REVENUE	0.00	0.00	0.00	44,283.28	0.00	0.00							44,283.28	1.45	
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	1,000.00							1,000.00	0.03	0.00
19	5193	MILEAGE	111.84	55.20	49.20	49.20	49.20	49.20							363.84	0.01	0.75
19	5194	ACPL PUBLICATIONS	14.00	4.00	31.00	104.50	0.40	11.00							164.90	0.01	(30.73)
19	5195	RESEARCH SERVICES	483.40	391.06	432.90	384.46	302.04	365.51							2,359.37	0.08	291.24
19	5196	EQUIPMENT DAMAGES	357.88	0.00	0.00	0.00	0.00	0.00							357.88	0.01	
19	5197	PAY PHONES	23.35	37.24	46.91	71.66	46.30	12.94							238.40	0.01	47.15
19	5198	LOST/DAMAGED MATERIAL	155.77	697.24	530.29	725.51	873.82	744.67							3,727.30	0.12	1,587.17
19	5199	REFUNDS	291.75	293.79	232.35	3,567.28	270.92	72.22							4,728.31	0.15	855.64
19	5201	INTERGOVERNML REVENUE	0.00	0.00	0.00	0.00	0.00	0.00							0.00	0.00	
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00							0.00	0.00	
19	5205	INSURANCE CLAIMS	0.00	0.00	0.00	611.00	0.00	0.00							611.00	0.02	
19	5300	OTHER INCOME	232.43	166.64	4,636.98	261.29	132.41	275.94							5,705.69	0.19	540.18
		TOTAL OTHER INCOME	1,670.42	1,645.17	5,959.63	50,058.18	1,675.09	2,531.48	0.00	0.00	0.00	0.00	0.00	0.00	63,539.97	2.08	1,500.02
		NON-TAX TOTALS	35,937.05	31,403.38	97,661.81	84,042.16	100,049.37	33,211.76	0.00	0.00	0.00	0.00	0.00	0.00	382,305.53	12.52	41.53
		TOTAL INCOME	35,937.05	31,403.38	97,661.81	84,042.16	2,241,049.37	563,146.69	0.00	0.00	0.00	0.00	0.00	0.00	3,053,240.46	100.00	10.74

GL# DESCRIPTION	BUDGET	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	YEAR TO DATE	% USED	VARIANCE	YTD%	BALANCE
1112 SALARIED EMPLOYEES	2,297,300.00	162,023.20	161,896.44	162,242.93	163,369.78	245,685.19	162,477.44	1,057,694.98	41.42		46.04	1,239,605.02
1115 HOURLY EMPLOYEES	503,900.00	36,028.39	38,236.18	38,245.71	37,854.11	57,615.27	42,556.48	252,540.14	9.89		50.12	251,359.86
1117 SUMMER EMPLOYEES	83,100.00	0.00	0.00	42.25	0.00	3,684.42	20,461.90	24,188.57	0.95		29.11	56,911.43
1119 TEMPORARY EMPLOYEES	0.00	999.35	1,905.25	2,144.99	3,327.19	2,208.58	2,194.73	12,780.20	0.50			(12,780.20)
1110 TOTAL WAGES & SALARIES	2,884,300.00	201,050.95	202,037.87	202,675.88	204,551.08	305,197.56	227,690.55	1,347,203.83	52.76	7.96	46.71	1,537,096.11
1121 EMPLOYER FICA	203,000.00	20,946.30	14,388.97	14,366.69	13,092.77	14,471.92	22,685.13	99,951.78	3.91	8.28	49.24	103,048.22
1122 UNEMPLOYMENT COMP	8,000.00	577.00	288.00	330.98	421.07	1,072.00	643.00	3,332.05	0.13	(54.41)	41.65	4,667.95
1123 EMPLOYER PERF	103,000.00	20,684.13	0.00	0.00	8,355.14	0.00	0.00	29,039.27	1.14	(9.91)	28.19	73,960.73
1124 GROUP INSURANCE	174,149.00	10,260.24	11,962.27	15,634.72	7,677.98	17,771.19	9,625.42	72,931.82	2.85	20.85	41.88	101,217.18
1120 TOTAL BENEFITS	488,149.00	52,467.67	26,639.24	30,332.39	29,546.96	33,315.11	32,953.55	205,254.92	8.04	6.74	42.05	282,894.08
TOTAL PERSONAL SERVICES	3,372,449.00	253,518.62	228,677.11	233,008.27	234,098.04	342,512.67	260,644.10	1,552,458.81	60.79	7.80	46.03	1,819,990.19
1212 PRINTING SUPPLIES	30,000.00	788.46	712.69	5,783.86	5,894.31	3,265.68	3,600.61	20,045.61	0.78	75.60	66.82	9,954.39
1213 OFFICE STATIONERY	20,000.00	314.94	22.92	2,121.35	1,528.34	676.32	513.77	5,177.64	0.20	(60.67)	25.89	14,822.36
1210 OFFICE SUPPLIES	50,000.00	1,103.40	735.61	7,905.21	7,422.65	3,942.00	4,114.38	25,223.25	0.99	2.61	50.45	24,776.75
1221 CLEANING SUPPLIES	20,000.00	899.70	865.80	3,114.23	997.29	427.67	1,128.55	7,433.24	0.29	71.37	37.17	12,566.76
1223 FUEL, OIL, & LUBRICANTS	40,000.00	1,460.07	2,275.70	3,313.29	2,773.04	1,020.53	1,157.50	12,000.13	0.47	(39.50)	30.00	27,999.87
1222 OTHER SUPPLIES	95,000.00	1,717.35	6,809.84	7,281.81	10,706.85	5,838.46	12,127.41	44,481.72	1.74	22.85	46.82	50,518.28
1220 OPERATING SUPPLIES	155,000.00	4,077.12	9,951.34	13,709.33	14,477.18	7,286.65	14,413.46	63,915.09	2.50	5.85	41.24	91,084.91
1231 BUILDING SUPPLIES	33,000.00	15.75	207.84	60.75	297.25	1,371.55	735.56	2,688.70	0.11	(93.96)	8.15	30,311.30
1233 REPAIR PARTS/SUPPLIES	16,000.00	743.64	278.47	1,296.13	1,097.92	1,172.26	2,874.37	7,462.79	0.29	(22.93)	46.64	8,537.21
1230 MAINTENANCE SUPPLIES	49,000.00	759.39	486.31	1,356.88	1,395.17	2,543.81	3,609.93	10,151.49	0.40	(81.27)	20.72	38,848.51
TOTAL SUPPLIES	254,000.00	5,939.91	11,173.26	22,971.42	23,295.00	13,772.47	22,137.77	99,289.83	3.89	(28.65)	39.09	154,710.17
1311 CONSULTING SERVICES	20,000.00	195.20	44.00	6,781.53	5,835.36	3,569.59	2,104.89	18,530.57	0.73	2.67	92.65	1,469.43
1312 BUILDING SERVICES	10,000.00	1,440.00	0.00	0.00	994.00	0.00	500.00	2,934.00	0.11	27.01	29.34	7,066.00
1313 LEGAL SERVICES	4,000.00	149.50	0.00	362.50	0.00	1.00	39.00	552.00	0.02	(16.74)	13.80	3,448.00
1314 OTHER PROFESSIONAL	3,500.00	36.00	148.51	205.60	0.00	255.00	247.60	892.71	0.03	(55.73)	25.51	2,607.29
1310 PROFESSIONAL SERVICES	37,500.00	1,820.70	192.51	7,349.63	6,829.36	3,825.59	2,891.49	22,909.28	0.90	(0.56)	61.09	14,590.72
1321 TELECOMMUNICATIONS	80,000.00	3,192.95	4,342.14	4,654.27	4,500.34	9,297.27	529.23	26,516.20	1.04	(1.44)	33.15	53,483.80
1322 POSTAGE	48,000.00	196.39	5,293.78	5,413.28	363.14	5,255.66	5,230.59	21,752.84	0.85	47.01	45.32	26,247.16
1323 TRAVEL EXPENSE	13,000.00	984.32	0.00	454.39	1,423.40	2,762.09	2,444.43	8,068.63	0.32	69.47	62.07	4,931.37
1324 TRAINING & DEVELOPMENT	11,000.00	507.50	0.00	833.00	1,198.50	888.95	2,075.50	5,503.45	0.22	41.77	50.03	5,496.55
1325 FREIGHT	300.00	42.13	0.00	60.60	70.00	0.00	126.52	299.25	0.01	(25.67)	99.75	0.75
1320 COMMUNICATION SERVICES	152,300.00	4,923.29	9,635.92	11,415.54	7,555.38	18,203.97	10,406.27	62,140.37	2.43	22.45	40.80	90,159.63
1331 ADVERTISING	2,200.00	305.60	191.70	16.00	366.95	309.95	0.00	1,190.20	0.05	180.99	54.10	1,009.80
1332 OUTSIDE PRINTING	1,500.00	390.42	56.00	674.50	1,224.12	4,768.43	213.05	7,324.52	0.29	3,796.02	488.30	(5,824.52)
1330 PRINTING & ADVERTISING	3,700.00	696.02	247.70	690.50	1,591.07	5,076.38	213.05	8,514.72	0.33	1,292.25	230.13	(4,814.72)
1342 INSURANCE	38,000.00	175.00	65.00	(40.00)	0.00	971.00	909.00	2,080.00	0.08		5.47	35,920.00
1340 TOTAL INSURANCE	38,000.00	175.00	65.00	(40.00)	0.00	971.00	909.00	2,080.00	0.08	73.04	5.47	35,920.00
1351 UTILITIES-NATURAL GAS	93,000.00	9,337.50	10,735.85	11,315.12	15,841.57	3,835.28	1,263.63	52,328.95	2.05	(1.50)	56.27	40,671.05
1352 UTILITIES-ELECTRIC	274,000.00	16,412.96	21,538.46	22,975.05	19,399.20	23,112.35	22,463.96	125,901.98	4.93	6.69	45.95	148,098.02
1353 UTILITIES-WATER	7,000.00	297.45	169.97	379.39	286.79	37.25	650.39	1,821.24	0.07	(13.43)	26.02	5,178.76
1354 WASTE DISPOSAL	7,000.00	391.37	101.26	287.54	193.87	126.42	569.97	1,670.43	0.07	(38.83)	23.86	5,329.57
1350 UTILITY SERVICES	381,000.00	26,439.28	32,545.54	34,957.10	35,721.43	27,111.30	24,947.95	181,722.60	7.12	3.27	47.70	199,277.40
1361 BUILDINGS-REPAIR	107,000.00	8,349.68	678.09	6,552.45	3,789.46	2,103.45	3,887.98	25,361.11	0.99	(56.24)	23.70	81,638.89
1362 EQUIPMENT SERVICE	50,000.00	524.59	4,830.01	3,465.38	3,713.96	7,023.74	5,646.11	25,203.79	0.99	(44.66)	50.41	24,796.21
1363 SERVICE ON CONTRACT	50,000.00	1,743.52	1,159.98	8,317.48	5,749.04	4,236.63	2,828.17	24,034.82	0.94	(76.78)	48.07	25,965.18
1360 REPAIR & MAINTENANCE	207,000.00	10,617.79	6,668.08	18,335.31	13,252.46	13,363.82	12,362.26	74,599.72	2.92	(27.92)	36.04	132,400.28

	1985											
371 BUILDING RENTAL	5,000.00	200.00	200.00	200.00	200.00	200.00	200.00	1,200.00	0.05	0.00	24.00	3,800.00
372 EQUIPMENT RENTAL	17,000.00	390.48	775.49	720.11	1,026.02	767.60	666.33	4,346.03	0.17	(29.98)	25.56	12,653.97
370 TOTAL RENT	22,000.00	590.48	975.49	920.11	1,226.02	967.60	866.33	5,546.03	0.22	(25.13)	25.21	16,453.97
391 DUES & MEMBERSHIPS	6,000.00	125.00	150.00	165.00	4,296.75	0.00	64.32	4,802.07	0.19	1,646.21	80.03	1,197.93
392 LOAN INTEREST	30,000.00	0.00	0.00	0.00	0.00	5,931.60	0.00	5,931.60	0.23	(50.05)	19.77	24,068.40
394 LIRF TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
395 BINDERY SERVICES	35,000.00	2,067.49	963.64	2,925.29	2,496.95	1,200.22	5,341.29	15,019.08	0.59	56.74	42.91	19,980.92
396 COMPUTER SERVICES	66,000.00	889.18	3,028.19	10,661.70	5,023.23	7,220.34	8,286.45	35,109.09	1.37	207.23	53.20	30,890.91
397 PHOTOGRAPHIC SERVICES	3,000.00	81.76	784.80	432.21	856.52	215.90	856.89	3,228.08	0.13	1,081.93	107.60	(228.08)
398 PROPERTY TAXES	3,000.00	0.00	0.00	0.00	1,346.40	0.00	0.00	1,346.40	0.05	6.94	44.86	1,653.60
390 OTHER SERVICES	143,000.00	3,184.43	4,926.83	14,186.20	14,019.85	14,568.06	14,548.95	65,436.32	2.56	88.62	45.76	77,563.68
OTHER SERVICES & CHARGES	984,500.00	48,446.99	55,257.07	87,816.39	80,195.57	84,087.72	67,145.30	422,949.04	16.56	6.49	42.96	561,550.96
440 FURNITURE & EQUIPMENT	95,269.00	1,658.51	268.02	45,797.39	1,825.70	13,685.05	21,518.41	84,753.08	3.32	60.46	88.96	10,515.92
451 BOOKS	776,000.00	50,537.94	21,805.00	45,511.33	54,751.50	75,680.86	68,059.20	316,345.83	12.40	15.34	40.82	459,254.17
452 PERIODICALS	202,300.00	7,471.13	2,575.41	6,300.60	3,715.60	14,974.84	729.02	35,766.60	1.40	(4.63)	17.63	167,133.40
453 NONPRINT MATERIALS	121,100.00	3,738.85	1,592.17	4,991.52	2,923.56	21,279.57	7,101.86	41,633.53	1.63	9.96	34.38	79,466.47
450 TOTAL LIBRARY MATERIAL	1,100,000.00	61,747.92	25,972.58	57,203.45	61,396.66	111,935.27	75,890.08	394,145.96	15.43	12.62	35.83	705,854.04
TOTAL CAPITAL OUTLAYS	1,195,269.00	63,406.43	26,240.60	103,000.84	63,222.36	125,620.32	97,408.49	478,899.04	18.75	18.89	40.07	716,369.96
TOTAL OPERATING FUND	5,806,218.00	371,311.95	321,348.04	446,796.92	400,810.97	565,993.18	447,335.66	2,553,596.72	100.00	7.33	43.98	3,252,621.28

MINUTES

Board of Library Trustees of the Allen County Public Library

PUBLIC HEARING ON THE BUDGET, LEVY, AND TAX RATE

22 August 1985

In accordance with the legally advertised notice, the Board of Library Trustees of the Allen County Public Library held a public hearing on the 1986 budget, levy, and tax rate in the Board Room of the Main Library at 1:00 p.m. on Thursday 22 August 1985. Lu Ann Beaman represented the Board of Library Trustees at the hearing. Steven Fortriede, Acting Director of the Allen County Public Library; Sheldon Kaye, Branch and Bookmobile Manager; and Katherine Smith, Clerk to the Board; were also present.

1. Mrs. Beaman opened the public hearing.

2. A member of the public appeared and asked several questions on the budget. The questions were answered by Mrs. Beaman and Mr. Fortriede.

3. Mrs. Beaman closed the hearing at 1:23 p.m. and adjourned the meeting.

EN COUNTY
LIC LIBRARY
EBSTER STREET
WAYNE, INDIANA
2: (219) 424-7241
ADDRESS: BOX 2270
WAYNE, INDIANA 46801

. Ashton
ector

26 August 1985

To: All Library Board Members

From: Steve Fortriede

Re: The 29 August 1985 Regular Board Meeting

The Board of Library Trustees will meet on Thursday 29 August 1985 at 3:00 p.m. in the Board Room of the Main Library. In the absence of Mrs. Gates, Mrs. Beers will preside.

This is the meeting at which the 1986 Operating Fund and Bond and Interest Redemption Fund budgets, levies, and tax rates will be adopted. Several Board members have indicated that they will be unable to attend.

This Board packet contains more than the usual amount of material with the analysis of the copier bids, the budgets, a proposed change in a circulation policy, and a proposal for a major joint promotion. Please take time to look over these materials before the meeting.

I look forward to meeting with you on Thursday.

ACPL
ALLEN COUNTY PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802 (219) 424-7241
MAIL ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Michael J. Ashton
Acting Director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday
29 August 1985
3:00 p.m.
Board Room, Main Library

1. Adoption of the agenda.

2. Approval of the minutes of the 25 July regular Board meeting.

3. Approval of the minutes of the 22 August 1985 public hearing on the budget, levy, and tax rate.

4. Receipt of the financial report of 31 July 1985.

5. Report of the Acting Director.

   a. Library use through 31 July 1985.
   b. Nomination of Sheldon Kaye to be President of Tri-ALSA for 1986.
   c. Distribute copies of the newly codified Staff Handbook. C. Holly.
   d. Failure of LSCA retrospective conversion grant application.
   e. Final report on the receipt of funds from the Christman estate.
   f. Plans for celebration of 90 years of service to the community.

6. Appointment of Sheldon Kaye as ACPL representative to the Tri-ALSA Executive Board.

7. Receive report of evaluation of copier bids and award contract for lease of copiers.

8. Receive report of evaluation of telephone system proposals and resolve to advertise for bids for a new telephone system for the Main Library.

9. Adopt the 1986 budget, levy and tax rate for the Operating Fund and Bond and Interest Redemption Fund budgets.

10. Receive automation progress report. L. Stanley and S. Fortriede.

11. Resolve to hire financial and bonding consultants to determine the costs of a possible bond issue. L. Stanley.

12. Adopt a change to the present circulation policy.

13. Approve a joint promotion with Noble Roman's Pizza Restaurants, WMEE-FM, and Coca-Cola.

14. Set the schedule of Sunday hours for 1985-86.

15. Approval of the following change in the Authorized Staffing Table:

An additional 20 hour Grade 1 position for the Tecumseh Branch Library

.5 FTE	Grade 1	$4201.60 per year

16. Approval of the following salaried appointments:

Carol Brown	#306	Business and Technology Clerk	$10,352.64	1.0 FTE
Larry Schnurr	#444	Support Services Mail Room Clerk	$10,352.64	1.0 FTE
Rick Spallone	#520	Security Services Security Supervisor	$13,483.45	1.0 FTE
Mary Compton	#344	Genealogy Collection Librarian	$13,483.45	1.0 FTE
Margaret Braden Linda Chapman	#283	Art, Music, and Audio-Visual Services - Librarian-job share	$16,057.60	1.0 FTE
Linda Cavanaugh	#115	Georgetown Branch Clerk	$10,352.64	1.0 FTE
Deborah Gordon	#114	Georgetown Branch Clerk	$10,352.64	1.0 FTE
Christa Brown	#117	Georgetown Branch Clerk	$ 8,273.51	.8 FTE
Tamara Springer	#212	Tecumseh Branch Clerk	$ 8,273.51	.8 FTE

17. Approval of payment of the following bills:

August Accounts Payable	$166,220.34
Manual Checks (1278 - 1332)	45,617.21
Manual Checks (1333 - 1366)	80,767.98
	$292,605.53

18. Other business.

19. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

29 August 1985

The Board of Library Trustees of the Allen County Public Library met in regular monthly session in the Board Room of the Main Library at 3:00 p.m. on Thursday 29 August 1985. Members present: Patricia Beers, Alan McMahan, Lu Ann Beaman, James Ganaway. Members absent: Mary Koehlinger, Zohrab Tazian, Rae Gates. Mrs. Beers presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.

2. Approval of the minutes of the 25 July regular Board meeting. The Board approved the minutes as circulated.

3. Approval of the minutes of the 22 August 1985 public hearing on the budget, levy, and tax rate. The Board approved the minutes as circulated.

4. Reception of the 31 July 1985 financial report. Douglas Lehman presented the 31 July 1985 financial report. The Board received the report as presented.

5. Report of the Acting Director:

a. Library use through 31 July 1985. Steven Fortriede reported that 282,545 books were circulated in July 1985, a 13.5% increase over July of 1984. Over one million, five hundred fifty-four thousand books have been circulated so far this year, a 10.01% increase over this date in 1984. Georgetown led in the July figures with a 30.4% increase over July of 1984.

b. Steve Fortriede announced that Sheldon Kaye has been nominated to be President of Tri-ALSA for 1986.

c. Charlene Holly distributed copies of the newly codified staff handbook to the members of the Board.

d. Steven Fortriede read a letter from the Indiana State Library Historical Board which turned down our request for an LSCA retrospective conversion grant. Mr. McMahan asked that Steve Fortriede find out what projects were approved and who was on the board that made the decisions.

e. Steve Fortriede reported that the Library has received a settlement check from the Christman estate of $59,170.19 to the Allen County Public Library Foundation. The Library will receive one more small check representing interest. These funds cannot be used as matching funds under the terms of the Challenge Grant.

f. Plans for celebration of 90 years of service to the community. Steven Fortriede reported that the Library plans a celebration to recognize the fact that the Library will complete 90 years of service to the community this year. Many activities are planned to commemorate this event, one of which is proposed in agenda item #13. Since the Board was on the subject of the birthday celebration, they decided to skip to agenda item #13 at this point.

13. Approve a joint promotion with Noble Roman's Pizza Restaurants, WMEE-FM, and Coca-Cola. Steven Fortriede explained that Noble Roman's Restaurants had approached the Library, wanting to work out some joint promotional activity. The giant birthday party was decided upon. This party is to be held on 10 November 1985. WMEE-FM will provide 10 days of extensive publicity prior to the event. Noble Roman's will run promotions within their

restaurants. The party will be held during the regular Sunday hours of the Library. Noble Roman's will serve pizza and Coke in the auditorium. Tours of the Library will begin every 5 minutes, ending in the auditorium. The Board approved this joint promotional activity which is expected to draw the largest crowd ever for a Library event.

6. Appointment of Sheldon Kaye as ACPL representative to the Tri-ALSA Executive Board. The Board appointed Sheldon Kaye to this position.

7. Receive report of evaluation of copier bids and award contract for lease of copiers. The Board received the report of the staff concerning the bids on the lease of copiers and the purchase of microform reader/copiers. The staff recommended that the Board accept the bid for Canon copiers submitted by Fort Wayne Business Products. The Board accepted this bid for the lease of Canon copiers. The staff also recommended that the Board accept the bid of Indiana Office Systems for microform reader/copiers to be purchased. The Board accepted the bid of Indiana Office Systems for the purchase of microform reader/copiers.

8. Receive report of evaluation of telephone system proposals and resolve to advertise for bids for a new telephone sytem for the Main Library. The Board received the report on the feasibility of replacing the outdated and unsatisfactory telephone system at the Main Library. The Board adopted a resolution to advertise for bids for this equipment.

9. Adopt the 1986 budget, levy and tax rate for the Operating Fund and Bond and Interest Redemption Fund budgets. The Board adopted the 1986 budget, levy, and tax rate.

10. Receive automation progress report. Luana Stanley presented a report on the steps involved in the bonding process, should the Board decide to proceed with automation. Steven Fortriede further explained the steps involved.

11. Resolve to hire financial and bonding consultants to determine the costs of a possible bond issue. Steven Fortriede explained that a financial consultant would be used to investigate alternative sources of financing, costs of bonding, costs of other sources, and to serve as a tactical advisor. Bernard Perry has been suggested as a possible financial advisor. A second consultant would be used to shepherd us through the bonding process. William Salin, an attorney, has been advising us with preliminary information so far. These consultants would be paid on a per diem basis. If the financing does not go through, they do not get paid. If the financing does go through Mr. Salin estimates that the cost to the Library would be approximately $37,000 ($5,000 for legal work that would be done by the Library's lawyer Stan Hood; $12,00 for Bernard Perry, the financial consultant; and $20,000 for Bill Salin, the bonding consultant - if they were the persons selected).

Mr. McMahan moved to hire financial and bonding consultants with the understanding that there will be no charge incurred by the Board or the Library if:

1. the Library Board decides not to automate or to cancel the bonding process;

2. if some outside authority decides not to allow the bonding; or

3. if the bonds are unable to be sold in the marketplace.

Further, if the Library does proceed with automation and a bond issue does come to fruition, that the charges will not exceed $42,500 for financial

and bonding consultants and for lawyer fees. The Board accepted Mr. McMahan's motion and resolved to hire financial and bonding consultants.

12. Adopt a change to the present circulation policy. Steven Fortriede explained that the Library reluctantly had decided that a generic pricing of materials was needed in order to reduce the workload on the overdues collector. This change would also enable circulation staff to quote a price immediately to a patron when materials are lost, damaged, or not returned. It was suggested that the following average price list be adopted for materials:

Adult nonfiction	$24.00
Adult fiction	$15.00
Adult records	$11.00
Juvenile fiction & nonfiction	$11.00
Juvenile records	$ 8.00
Pamphlets	$ 2.00
Paperbacks	$ 3.00.

The Board adopted the following amendment to paragraph 8 of the Circulation Policy:

> Lost, damaged, or destroyed books, pamphlets, and records will charged according to the average replacement cost for the specific type of material. All other items will be charged at the actual price listed in a standard pricing source. If the actual price of the materials is expected to be substantially higher than the average replacement cost, the staff may, upon verification of the price with a standard pricing source, charge the actual listed price.

14. Set the schedule of Sunday hours for 1985-86. The Board adopted the schedule of 1:00 p.m. - 6:00 p.m. open hours at the Main Library on Sundays, not just for 1985-86 but henceforth, beginning the Sunday following Labor Day and ending the Sunday prior to the Memorial Day holiday, with the exception of Easter Sunday or any other Library holiday which might fall on a Sunday. Easter will be March 30 in 1986.

15. Approval of the following change in the Authorized Staffing Table:

An additional 20 hour Grade 1 position for the Tecumseh Branch Library

.5 FTE	Grade 1	$4201.60 per year

The Board approved the addition.

16. Approval of the following salaried appointments:

Carol Brown	#306	Business and Technology Clerk	$10,352.64	1.0 FTE
Larry Schnurr	#444	Support Services Mail Room Clerk	$10,352.64	1.0 FTE
Rick Spallone	#520	Security Services Security Supervisor	$13,483.45	1.0 FTE
Mary Compton	#344	Genealogy Collection Librarian	$13,483.45	1.0 FTE
Margaret Braden Linda Chapman	#283	Art, Music, and Audio-Visual Services - Librarian-job share	$16,057.60	1.0 FTE
Linda Cavanaugh	#115	Georgetown Branch Clerk	$10,352.64	1.0 FTE
Deborah Gordon	#114	Georgetown Branch Clerk	$10,352.64	1.0 FTE
Christa Brown	#117	Georgetown Branch Clerk	$ 8,273.51	.8 FTE
Tamara Springer	#212	Tecumseh Branch Clerk	$ 8,273.51	.8 FTE

The Board approved the appointments.

17. Approval of payment of the following bills: Steven Fortriede certified that the following bills are true and correct and are supported by invoices or other appropriate documentation:

August Accounts Payable	$166,220.34
Manual Checks (1278 - 1332)	45,617.21
Manual Checks (1333 - 1366)	80,767.98
	$292,605.53

The Board approved the payment of the bills.

18. Other business. None.

19. Adjournment. The Board adjourned.

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AYNE, INDIANA 46801

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AGENDA ITEM 5 f
Requested Action: Receive Report

PLANS FOR CELEBRATION OF 90 YEARS OF SERVICE TO THE COMMUNITY

The Library was opened to the public on January 29, 1895. As we come into this Fall season, we are nearing the completion of our 90th year of service to the community. The staff has planned a major celebration all through the month of November with programs, displays, and public events to commemorate the occasion. Noble Roman's Pizza Restaurants, which are major supporters of libraries nationwide, have offered to sponsor a huge birthday party at the Library on Sunday, November 10. (See agenda item #13 for additional information.) A staff committee is working to develop and finalize the list of events. Some of the programs and activities under consideration are as follows:

- Children's Book Week, Nov. 11-17 - Jamie Gilson, Author
- Historical display - Several, rotating, pictures of the Library through the years
- "Bicentennial minutes" - research and write copy about significant events in the history of the Library
- Design a birthday hat
- Sign a birthday card for the ACPL
- Famous Hoosiers - donate autographed books for auction
- Treasures of the ACPL display and program
- Homecoming for former employees and Board members - "Come Back to the Library," - a guestbook
- Period storytelling from books owned in 1900
- Poetry contest - prizes handed out at public event
- Testimonials from famous persons or long-term users
- Contest for the oldest overdue book returned???
- Billboards - "Happy 90th!" - Coliseum, Embassy, etc.
- Who else shares our birthday? What other businesses started in 1895?
- Balloons for kids
- My favorite book, my most important book
- 1890's recipe contest
- Focus on the people who started the Library
- Declaration of Allen County Public Library Month.

With the tremendous increase in Library service and use over the past few years, the large number of events planned during the month, and the publicity offered by Noble Roman's, this could be one of the most

exciting periods ever for the Library and the staff, an opportunity to show off our accomplishments, to attract new first-time patrons, and to provide a kickoff to the Friends membership campaign in December. We invite your participation with the staff to make this event a resounding success!

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AGENDA ITEM 7
Requested Action: Receive report and award contract

EVALUATION OF COPIER BIDS

NEED

The Library provides coin operated copying machines as a service to the public and as a practical measure to reduce theft or mutilation of Library materials. Some copiers are also used for office purposes and for producing or duplicating books for the Genealogy Collection. Many of our current copiers have reached the end of their useful lives. On several days in recent months not a single public copier was in working condition at the Main Library. Copier revenues are down 5% since 1984 while other services show increases. Copier maintenance costs are increasing. At its July meeting, the Board received bids for copier equipment and maintenance and took the proposals under advisement.

RECOMMENDATION

It is the recommendation of the Library staff that the Board accept the bid for Canon copiers submitted by Fort Wayne Business Products and that the Board elect to lease rather than purchase the copiers. The staff also recommends that the Board accept the bid of Indiana Office Systems for microform reader/copiers and that the Board purchase these copiers.

EVALUATION

Of the four copier bids received, two, Rem-Rand and Fort Wayne Business Products, were considerably lower than the others. Fort Wayne Business Products presented the lowest bid. We judged the copiers offered by these two bidders to be nearly equivalent, but we preferred the Canon copiers. The Canon NP 7550 is 20% faster than its competitor and its price includes automatic duplexing or dual-sided copying. These are important time- and paper-saving advantages in the high-volume Genealogy copying environment. The Canon NP 250 comes complete with base cabinet while its competitor requires a special cabinet at an additional cost. This cost becomes significant when it is realized that 17 copiers of this type are included in the three phases of this project.

Only one bid was received for the microform reader/copiers.

PAYMENT METHOD

There is a fairly strong consensus within the accounting profession that the proper way to evaluate lease-buy decisions is through the comparison of the present values of the purchase and lease options. A complete analysis of the bids and associated costs is attached. If we analyze present values for the lowest bid, the purchase option is favored by $4,766.89. However, there are other factors which should be considered:

Leasing copiers will put us into an ongoing renewal cycle which should enable us to maintain a constant level of service without the highs and lows of the past.

The cost differential will be negated if only one copier ceases to function during the three-year period. Given past experience, we expect at least one failure because of the type of use these machines experience.

New, or periodically renewed, equipment should improve copier revenues.

For these reasons, we recommend the lease option for the copiers. The microform reader/copiers have a longer useful life and operate at lower volume in a controlled environment. For these reasons, we recommend the purchase option for these two pieces of equipment.

29 AUG 1985

ALLEN COUNTY PUBLIC LIBRARY
COPIER BID ANALYSIS

BIDDER	EQUIPMENT	#	PURCHASE PRICE	TOTAL LEASE	PRESENT VALUE OF LEASE	LEASING-(COSTS) SAVINGS	ADDITIONAL CONSIDERATIONS: COST PER COPY	ANNUAL COST OF LEASE	ANNUAL MAINTENANCE	PURCHASE OPTION
PHASE I--7 COPIERS										
1.) REM-RAND	TOSHIBA BD-8412	1	10,100				0.0022		5,400	10%
	PANASONIC FP-3002	6	16,860	33,387.12	28,952.06		0.0040	11,129.04	3,540	10%
TOTAL			26,960	33,387.12	28,952.06	(1,992.06)		11,129.04	8,940	
2.) FORT WAYNE BUSINESS PRODUCTS	CANON NP-7550	1	10,500	13,003.20	11,275.89	(775.89)	0.0028	4,334.40	5,244	10%
	CANON NP-250	6	16,770	20,768.40	18,009.58	(1,239.58)	0.0041	6,922.80	4,550	10%
TOTAL			27,270	33,771.60	29,285.47	(2,015.47)		11,257.20	9,794	
3.) ELECTRONIC BUSINESS SYSTEMS	RICOH 6085	1	10,100	12,726.00	10,852.15	(752.15)	0.0056	4,242.00	4,032	10%
	RICOH 4030	6	19,620	24,721.20	21,081.11	(1,461.11)	0.0074	8,240.40	5,229	10%
TOTAL			29,720	37,447.20	31,933.26	(2,213.26)		12,482.40	9,261	
4.) PITNEY BOWES	P/B D-500	1	9,365	12,204.00	10,582.85	(1,217.85)	0.0060	4,068.00	4,538	NONE
	P/B 9600	6	22,140	28,728.00	24,911.85	(2,771.85)	0.0060	9,576.00	4,578	NONE
TOTAL			31,505	40,932.00	35,494.70	(3,989.70)		13,644.00	9,116	
PHASE II-6 COPIERS										
1.) REM-RAND	PANASONIC FP-3002	6	16,860	21,668.40	18,790.03	(1,930.03)	0.0040	7,222.80	2,750	10%
2.) FORT WAYNE BUSINESS PRODUCTS	CANON NP-250	6	16,770	20,768.40	18,009.58	(1,239.58)	0.0041	6,922.80	3,974	10%
3.) ELECTRONIC BUSINESS SYSTEMS	RICOH 4030	6	19,470	24,532.20	20,919.94	(1,449.94)	0.0074	8,177.40	3,444	10%
4.) PITNEY BOWES	P/B 9600	6	22,140	28,728.00	24,911.85	(2,771.85)	0.0060	9,576.00	3,666	NONE
PHASE III-7 COPIERS										
1.) REM-RAND	PANASONIC FP-3002	5	14,050				0.0040		6,400	10%
	TOSHIBA BD-5511	2	6,820				0.0040		1,000	10%
TOTAL			20,870	26,821.44	23,258.55	(2,388.55)		8,940.48	7,400	
2.) FORT WAYNE BUSINESS PRODUCTS	CANON NP-250	5	13,975	17,307.00	15,007.98	(1,032.98)	0.0041	2,668.80	4,380	10%
	CANON NP-270	2	6,464	8,006.40	6,942.85	(478.85)	0.0041	5,769.00	2,160	10%
TOTAL			20,439	25,313.40	21,950.84	(1,511.84)		8,437.80	6,540	
3.) ELECTRONIC BUSINESS SYSTEMS	RICOH 4030	5	16,850	NO FIRM LEASE BID FOR PHASE III			0.0074	NO FIRM BID FOR PHASE III		
	RICOH 4060	2	8,100				0.0074			
TOTAL			24,950							
4.) PITNEY BOWES	P/B D-500	2	18,730	24,408.00	21,165.71	(2,435.71)	0.0060	8,136.00	2,776	NONE
	P/B 9600	5	18,450	23,940.00	20,759.87	(2,309.87)	0.0060	7,980.00	4,200	NONE
TOTAL			37,180	48,348.00	41,925.58	(4,745.58)		16,116.00	6,976	

29 AUG 1985 COPIER BID ANALYSIS SUMMARY

VENDOR	PHASE	PURCHASE PRICE	TOTAL LEASE	PRESENT VALUE OF LEASE	ANNUAL MAINTENANCE
1.) REM-RAND	PHASE I--7 COPIERS	26,960.00	33,387.12	28,952.06	8,940.00
	PHASE II--6 COPIERS	16,860.00	21,668.40	18,790.03	2,750.00
	PHASE III-7 COPIERS	20,870.00	26,821.44	23,258.55	7,400.00
EQUIPMENT: TOSHIBA/PANASONIC	TOTAL BID	64,690.00	81,876.96	71,000.64	19,090.00
2.) FORT WAYNE BUSINESS PRODUCTS	PHASE I--7 COPIERS	27,270.00	33,771.60	29,285.47	9,794.00
	PHASE II--6 COPIERS	16,770.00	20,768.40	18,009.58	3,974.00
	PHASE III-7 COPIERS	20,439.00	25,313.40	21,950.84	6,540.00
EQUIPMENT: CANON	TOTAL BID	64,479.00	79,853.40	69,245.89	20,308.00
3.) ELECTRONIC BUSINESS SYSTEMS	PHASE I--7 COPIERS	29,720.00	37,447.20	31,933.26	9,261.00
	PHASE II--6 COPIERS	19,470.00	24,532.20	20,919.94	3,444.00
	PHASE III-7 COPIERS	24,950.00	NO FIRM LEASE BID FOR PHASE III		
EQUIPMENT: RICOH	TOTAL BID	74,140.00			
4.) PITNEY BOWES	PHASE I--7 COPIERS	31,505.00	40,932.00	35,494.70	9,116.00
	PHASE II--6 COPIERS	22,140.00	28,728.00	24,911.85	3,666.00
	PHASE III-7 COPIERS	37,180.00	48,348.00	41,925.58	6,976.00
EQUIPMENT: PITNEY BOWES	TOTAL BID	90,825.00	118,008.00	102,332.13	19,758.00

CASH FLOW ANALYSIS:

	YEAR	PHASE I EQUIPMENT	PHASE I MAINTENANCE	PHASE II EQUIPMENT	PHASE II MAINTENANCE	PHASE III EQUIPMENT	PHASE III MAINTENANCE	ANNUAL TOTAL
PURCHASE:	1985	27,270.00	2,449.00					29,719.00
	1986		9,794.00	16,770.00	3,974.00			30,538.00
EQUIPMENT=S/A 4406	1987		9,794.00		3,974.00	20,439.00	6,540.00	40,747.00
MAINT=S/A 3635	1988		7,345.00		3,974.00		6,540.00	17,859.00
	1989						6,540.00	6,540.00
	TOTAL	27,270.00	29,382.00	16,770.00	11,922.00	20,439.00	19,620.00	125,403.00

	YEAR	PHASE I LEASE	PHASE I MAINTENANCE	PHASE II LEASE	PHASE II MAINTENANCE	PHASE III LEASE	PHASE III MAINTENANCE	ANNUAL TOTAL
LEASE:	1985	2,814.30	2,449.00					5,263.30
	1986	11,257.20	9,794.00	6,922.80	3,974.00			31,948.00
LEASE=S/A 3728	1987	11,257.20	9,794.00	6,922.80	3,974.00	8,437.80	6,540.00	46,925.80
MAINT=S/A 3635	1988	8,442.90	7,345.00	6,922.80	3,974.00	8,437.80	6,540.00	41,662.50
	1989					8,437.80	6,540.00	14,977.80
	TOTAL	33,771.60	29,382.00	20,768.40	11,922.00	25,313.40	19,620.00	140,777.40

NOTE: COPIER REVENUES WERE $93,729.31 IN 1984. PROJECTED REVENUES FOR THE 1985-1989 TIMEFRAME ARE $600,000 .

BID, OFFER OR PROPOSAL

on

MATERIAL OR MATERIALS, EQUIPMENT, GOODS OR SUPPLIES

Fort Wayne, Indiana, July 25, 19 85

To Allen County Public Library
State Name, Official Position and Municipality

Pursuant to notices given, the undersigned proposes to furnish the material or materials, equipment, goods or supplies as per said notices and specifications now on file in the office of

Allen County Public Library
State Name Official Position and Municipality

and as per copy thereof, hereto attached, or as described herein for the following amounts:

(State the class or item number or an exact description of the material or materials, equipment, goods or supplies to be furnished and amount of bid on each article.)

ıss or Item	Quantity	Unit	Quality – Description	Unit Price	Amount
			PHASE ONE		
			One Reader Printer for Microfiche and Aperture Cards		
	1	PC70	Canon Plain Paper Reader Printer with A03 Lens, A05 Lens, Specially manufactured Lens for 18X, and FC190 Carrier for Fiche and Aperture Cards. Coin-Op and Key By Pass.	Option 1 Option 2	$ 122 $ 692
			This unit will meet requirements of the Allen County Public Library as per discussion with John Dickmeyer.		
			One Reader Printer for 16mm & 36mm		
	1	NP580 P	Canon Plain Paper Reader Printer with 18X Lens, 16mm & 35mm Roll Film Attachment, and Coin-Op with Key By Pass. Ability to copy to 11 X 17.		
			Positive to Positive	Option 1 Option 2	$ 450 $2,555
			Negative to Positive Positive to Negative	Option 1 Option 2	$ 396 $2,246

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AGENDA ITEM 8
Requested Action: Receive report

EVALUATION OF TELEPHONE SYSTEM PROPOSALS

We have received and evaluated proposals for a new telephone system to replace the outdated one at the Main Library. Proposals have included both purchase and lease costs. Because the useful life of this equipment is relatively long, the purchase options are far more economical than the lease options. Based on the proposals received to date, we anticipate the cost of the system, installed, will be $60,000 to $70,000. We suggest that this be paid over two years: in 1985 from funds available in lines 361 - Building Repairs and 392 - Loan Interest, and in 1986 from funds budgeted for equipment.

We request that the Board adopt a resolution to advertise for bids for this equipment.

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AGENDA ITEM 9
Requested Action: Adopt 1986 Budget, Levy, and Tax Rate

After the 1986 budget was prepared and submitted to you, we were informed by our insurance agent that, due to the changed situation in the money market, we could expect our insurance bill for 1985 to be higher than expected and that, for 1986, we should budget $75,000 instead of the $40,000 we had planned. In addition, the copier lease-or-purchase decision will require movement of funds from one budget line to another.

None of these changes will affect the total budget, the tax rate, or the levy as advertised, but they do affect the details of the distribution of funds within the operating budget.

Attached are two versions of the revised budgets. The version titled Option 1 assumes that copiers will be leased; the Option 2 version assumes copiers will be purchased. Both versions include the increased funding for insurance obtained by recasting or reducing other budgeted amounts. Both budgets are valid whether or not the decision is made to purchase telephones, since that money is included in the equipment line (440) and, if not used for telephones, will be used to purchase other equipment.

9 AUGUST 1985 ALLEN COUNTY PUBLIC LIBRARY OPTION #1

1986 OPERATING BUDGET PROPOSAL

6#231

G/A	DESCRIPTION	1984 ACTUAL	1985 BUDGET	1986 BUDGET	%CHANGE BUDGET 1986/85
112	SALARIES	1,989,876	2,297,300	2,480,830	8.0
115	HOURLY WAGES	413,088	438,715	500,257	14.0
117	SUMMER HELP	58,941	83,100	100,000	20.3
119	TEMPORARY HELP	56,925	65,185	38,913	(40.3)
	TOTAL WAGES	2,518,830	2,884,300	3,120,000	8.2
121	FICA	183,022	203,000	223,080	9.9
122	UNEMPLOYMENT	9,852	8,000	10,000	25.0
123	PERF	83,580	103,000	117,840	14.4
124	GROUP INSURANCE	114,239	174,149	220,000	26.3
	TOTAL BENEFITS	390,693	488,149	570,920	17.0
	TOTAL COMP & BENEF	2,909,523	3,372,449	3,690,920	9.4
213	OFFICE SUPPLIES	46,570	50,000	52,500	5.0
221	CLEANING SUPPLIES	8,773	20,000	21,000	5.0
222	FUEL	29,322	40,000	34,920	(12.7)
223	OPERATING SUPPLIES	73,893	95,000	96,750	1.8
231	BUILDING SUPPLIES	47,799	33,000	34,650	5.0
233	REPAIR PARTS	21,121	16,000	29,200	82.5
	TOTAL SUPPLIES	227,478	254,000	269,020	5.9
314	PROFESSNL SERVICES	46,933	37,500	24,500	(34.7)
321	TELECOMMUNICATION	53,864	80,000	69,300	(13.4)
322	POSTAGE/FREIGHT	35,544	48,300	48,172	(0.3)
323	TRAVEL EXPENSE	12,243	13,000	32,500	150.0
324	TRAINING/DEVELPMNT	7,867	11,000	13,000	18.2
332	ADVERISING/PRINTNG	3,089	3,700	7,500	102.7
342	INSURANCE	34,999	38,000	75,000	97.4
351	NATURAL GAS	64,273	70,000	75,000	7.1
352	ELECTRICITY	248,746	297,000	296,076	(0.3)
353	WATER	5,204	6,000	6,000	.0
354	TRASH/SEWER	6,827	8,000	7,600	(5.0)
361	BLDG REP& MAINT	126,184	107,000	112,700	5.3
362	EQUIP MAINT/REP	41,302	50,000	48,800	(2.4)
363	EQP SERV CONTRACTS	41,302	50,000	58,282	16.6
372	RENTAL/LEASING	12,115	22,000	36,840	67.5
391	DUES	875	6,000	6,300	5.0
392	LOAN INTEREST	16,769	30,000	15,000	(50.0)
394	LIRF TRANSFER	117,481	0	125,000	
395	BINDERY	21,819	35,000	25,000	(28.6)
396	COMPUTER SERVICES	63,357	66,000	88,250	33.7
397	PHOTOGRAPHIC SERV	987	3,000	5,500	83.3
398	PROPERTY TAXES	2,518	3,000	2,900	(3.3)
	OTH SERV & CHARGES	964,298	984,500	1,179,220	19.8
440	EQUIPMENT	100,968	95,269	160,840	68.8
451	BOOKS	708,502	776,000	889,968	14.7
452	PERIODICALS	173,900	202,900	215,295	6.1
453	NONPRINT MATERIALS	96,622	121,100	144,737	19.5
	CAPITAL OUTLAYS	1,079,992	1,195,269	1,410,840	18.0
	TOTAL BUDGET	5,181,291	5,806,218	6,550,000	12.8

AUGUST 1985 ALLEN COUNTY PUBLIC LIBRARY OPTION #2

1986 OPERATING BUDGET PROPOSAL

#231

/A	DESCRIPTION	1984 ACTUAL	1985 BUDGET	1986 BUDGET	%CHANGE BUDGET 1986/85
12	SALARIES	1,989,876	2,297,300	2,480,830	8.0
15	HOURLY WAGES	413,088	438,715	500,257	14.0
17	SUMMER HELP	58,941	83,100	100,000	20.3
19	TEMPORARY HELP	56,925	65,185	38,913	(40.3)
	TOTAL WAGES	2,518,830	2,884,300	3,120,000	8.2
21	FICA	183,022	203,000	223,080	9.9
22	UNEMPLOYMENT	9,852	8,000	10,000	25.0
23	PERF	83,580	103,000	117,840	14.4
24	GROUP INSURANCE	114,239	174,149	220,000	26.3
	TOTAL BENEFITS	390,693	488,149	570,920	17.0
	TOTAL COMP & BENEF	2,909,523	3,372,449	3,690,920	9.4
13	OFFICE SUPPLIES	46,570	50,000	52,500	5.0
21	CLEANING SUPPLIES	8,773	20,000	21,000	5.0
22	FUEL	29,322	40,000	34,920	(12.7)
23	OPERATING SUPPLIES	73,893	95,000	96,750	1.8
31	BUILDING SUPPLIES	47,799	33,000	34,650	5.0
33	REPAIR PARTS	21,121	16,000	29,200	82.5
	TOTAL SUPPLIES	227,478	254,000	269,020	5.9
14	PROFESSNL SERVICES	46,933	37,500	24,500	(34.7)
21	TELECOMMUNICATION	53,864	80,000	69,300	(13.4)
22	POSTAGE/FREIGHT	35,544	48,300	48,172	(0.3)
23	TRAVEL EXPENSE	12,243	13,000	32,500	150.0
24	TRAINING/DEVELPMNT	7,867	11,000	13,000	18.2
32	ADVERISING/PRINTNG	3,089	3,700	7,500	102.7
42	INSURANCE	34,999	38,000	75,000	97.4
51	NATURAL GAS	64,273	70,000	75,000	7.1
52	ELECTRICITY	248,746	297,000	296,076	(0.3)
53	WATER	5,204	6,000	6,000	.0
54	TRASH/SEWER	6,827	8,000	7,600	(5.0)
61	BLDG REP& MAINT	126,184	107,000	112,700	5.3
62	EQUIP MAINT/REP	41,302	50,000	48,800	(2.4)
63	EQP SERV CONTRACTS	41,302	50,000	58,282	16.6
72	RENTAL/LEASING	12,115	22,000	18,660	(15.2)
91	DUES	875	6,000	6,300	5.0
92	LOAN INTEREST	16,769	30,000	15,000	(50.0)
94	LIRF TRANSFER	117,481	0	125,000	
95	BINDERY	21,819	35,000	25,000	(28.6)
96	COMPUTER SERVICES	63,357	66,000	88,250	33.7
97	PHOTOGRAPHIC SERV	987	3,000	5,500	83.3
98	PROPERTY TAXES	2,518	3,000	2,900	(3.3)
	OTH SERV & CHARGES	964,298	984,500	1,161,040	17.9
40	EQUIPMENT	100,968	95,269	179,020	87.9
51	BOOKS	708,502	776,000	889,968	14.7
52	PERIODICALS	173,900	202,900	215,295	6.1
53	NONPRINT MATERIALS	96,622	121,100	144,737	19.5
	CAPITAL OUTLAYS	1,079,992	1,195,269	1,429,020	19.6
	TOTAL BUDGET	5,181,291	5,806,218	6,550,000	12.8

CPL
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LIC LIBRARY
EBSTER STREET
WAYNE, INDIANA
(219) 424-7241
ADDRESS: BOX 2270
AYNE, INDIANA 46801

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AGENDA ITEM 12
Requested Action: Adoption

PROPOSAL TO ADOPT GENERIC PRICING OF LONG OVERDUE MATERIALS

Our practice has been to charge the current list price of a piece of material if that material is lost, damaged, or not returned. Experience has shown that the ability to quote a price for materials at the time of the initial contact with a delinquent patron is a major factor in securing the return of the material. It is also desirable to have a price available when a patron comes in to pay for a long overdue book, so that the patron is not required to wait while records are searched. As circulation, and hence overdues, have increased, the individual pricing of these items has become a major part of the book collector's workload, absorbing valuable time which could be used to contact delinquent patrons. The book collector estimates that she spends 5 hours per week looking up prices for an average of 265 titles. Of these, only 4 or 5 are paid for, the rest are returned or not recovered.

We have determined that the average prices of the most commonly used types of materials are as follows:

Adult nonfiction	$24.00
Adult fiction	$15.00
Adult records	$11.00
Juvenile fiction & nonfiction	$11.00
Juvenile records	$ 8.00
Pamphlets	$ 2.00
Paperbacks	$ 3.00.

A major concern with generic pricing is that an unscrupulous patron might check out a number of expensive books, declare them lost, pay only the average price, and keep or resell the books at a profit.

To address these concerns, we request that the Board adopt the following amendment to paragraph 8 of the Circulation Policy:

> Lost, damaged, or destroyed books, pamphlets, and records will be charged according to the average replacement cost for the specific type of material. All other items will be charged at the actual price listed in a standard pricing source. If the actual price of the materials is expected to be substantially higher than the average replacement cost, the staff may, upon verification of the price with a standard pricing source, charge the actual listed price.

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AGENDA ITEM 13
Requested Action: Approval of joint promotional activity

Noble Roman's Pizza Restaurants have a major nationwide program of cooperation with libraries to promote library use and services. Recently, representatives of the local restaurants have approached us and offered to help with the 90th birthday celebrations. They have proposed throwing a giant birthday party on Sunday, November 10 as a joint promotional effort of the Library, Noble Roman's, WMEE-FM radio, and Coca-Cola Company.

If approved, the event will be preceded by 10 days of extensive publicity, public service time, and feature reports donated by WMEE. During this time, Noble Roman's will run a promotion in their restaurants in which a person who shows a library card will be entitled to a free Coke. Both Noble Roman's and the Library will hand out printed invitations to the party on the 10th. (Note: This celebration will be integrated into the month-long program, exhibit, and event celebration of the 90th anniversary of the Library, so that other events will be publicized during this period as well.)

We expect to attract the largest crowd ever for a Library event. We estimate 4,000 to 6,000 people. We will offer tours of the Library beginning every 5 minutes and will have extra staff available to register new patrons, accept new Friends memberships, handle security and communications, etc.

Noble Roman's will serve pizza and Coke in the auditorium where all tours will end. Pizzas will be prepared in the various Noble Roman's restaurants and brought to the Library in heated trucks. Coca-Cola Company will provide soft drinks, and Noble Roman's will provide servers, paper products, etc. Drawings will be held every 15 minutes for free pizza dinners or other prizes.

The printed invitations will indicate the sponsorship of Noble Roman's, WMEE, and Coca-Cola as well as the Library. WMEE's publicity and promational pieces will also mention the joint sponsorship. Noble Roman's servers will be in uniform, and there will be a large Noble Roman's medallion behind the serving area.

The invitations will be printed by Noble Roman's. The Library will be responsible for printing its own handouts, program schedules, etc.

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WAYNE, INDIANA
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AYNE, INDIANA 46801

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AGENDA ITEM 14
Requested Action: Set schedule of Sunday hours at the Main Library for 1985-86

We propose to open from 1:00 p.m. until 6:00 p.m. on Sundays beginning 8 September 1985 and ending 18 May 1986. On Easter Sunday, 30 March 1986, the Library will be closed.

FS#010

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ALLEN COUNTY PUBLIC LIBRARY—FUND BALANCE SUMMARY

	DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BORROW	LSCA RETROCON	PAYROLL FUND	ALL FUNDS
1984	JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
	JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
	FEB 29	(148,569.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
	MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
	APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
	MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
	JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
	JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
	AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
	SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67
	OCT 31	396,782.36	637.10	200.00	45,708.71	89,018.98	26,089.55	25.00	2,772.58	6,703.68	2,365.45	942.60	0.00	0.00	0.00	22,287.19	593,533.20
	NOV 30	789,701.96	1,212.10	200.00	145,708.71	89,018.98	25,989.55	100.00	2,772.58	2,421.02	2,365.45	852.76	0.00	0.00	0.00	50,947.26	1,111,290.37
	DEC 31	649,042.52	1,828.10	200.00	185,365.29	206,499.98	25,989.55	10.00	2,809.51	2,924.09	2,365.45	(1,049.10)	0.00	0.00	0.00	49,989.53	1,125,974.92
1985	JAN 31	338,884.12	1,236.10	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	2,934.06	0.00	1,053.62	0.00	0.00	0.00	21,743.54	581,341.22
	FEB 28	46,336.65	1,374.00	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	5,382.47	0.00	(561.96)	0.00	0.00	0.00	27,875.67	295,896.61
	MAR 31	69,024.81	1,139.00	500.00	10,377.79	192,313.98	0.00	10.00	2,846.11	6,666.54	0.00	612.87	10,925.00	4,454.00	(6,331.80)	0.00	292,538.30
	APR 30	(51,169.39)	921.00	866.25	10,377.79	192,313.98	0.00	95.00	2,846.11	6,214.15	0.00	(1,512.94)	0.00	4,454.00	(52,202.30)	0.00	113,203.65
	MAY 31	838,701.01	1,168.00	876.25	156,377.79	192,313.98	0.00	65.00	2,846.11	5,451.80	0.00	339.47	0.00	4,454.00	0.10	0.00	1,202,593.51
	JUN 30	902,526.82	1,514.00	888.25	192,992.27	192,313.98	0.00	55.00	2,883.60	5,410.61	0.00	961.72	0.00	4,454.00	0.10	0.00	1,304,000.35
	JUL 31	444,531.61	860.00	888.25	11,392.27	176,927.98	0.00	40.00	2,883.60	5,387.92	0.00	887.39	0.00	4,454.00	0.10	0.00	648,253.12
	AUG 31																0.00
	SEP 30																0.00
	OCT 31																0.00
	NOV 30																0.00
	DEC 31																0.00
1986	JAN 01																0.00

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ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

	DATE	SUMMIT BANK	CERTIFICATES OF DEPOSIT	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
1984	JAN 01	841,633.07		2,665.45	200.00	300.00		844,798.52
	JAN 31	314,920.52		2,665.45	200.00	300.00		318,085.97
	FEB 29	15,591.39		2,665.45	200.00	300.00	1,650.40	20,407.24
	MAR 31	594,052.13		2,700.56	200.00	300.00	2,507.65	599,760.34
	APR 30	848,710.03		2,700.56	200.00	300.00	1,511.65	853,422.24
	MAY 31	1,123,355.05		2,700.56	200.00	70.00	1,344.10	1,127,669.71
	JUN 30	829,541.32		2,736.14	200.00	50.00	1,313.65	833,841.11
	JUL 31	483,064.53		2,736.14	200.00	5.00	1,040.10	487,045.77
	AUG 31	159,173.62		2,736.14	200.00	75.00	1,256.10	163,440.86
	SEP 30	153,844.99		2,772.58	200.00	50.00	1,292.10	158,159.67
	OCT 31	589,898.52		2,772.58	200.00	25.00	637.10	593,533.20
	NOV 30	1,107,005.69		2,772.58	200.00	100.00	1,212.10	1,111,290.37
	DEC 31	1,121,127.31		2,809.51	200.00	10.00	1,828.10	1,125,974.92
1985	JAN 31	377,085.61	200,000.00	2,809.51	200.00	10.00	1,236.10	581,341.22
	FEB 28	91,503.10	200,000.00	2,809.51	200.00	10.00	1,374.00	295,896.61
	MAR 31	88,043.19	200,000.00	2,846.11	500.00	10.00	1,139.00	292,538.30
	APR 30	(91,524.71)	200,000.00	2,846.11	866.25	95.00	921.00	113,203.65
	MAY 31	997,638.15	200,000.00	2,846.11	876.25	65.00	1,168.00	1,202,593.51
	JUN 30	1,098,659.50	200,000.00	2,883.60	888.25	55.00	1,514.00	1,304,000.35
	JUL 31	443,581.27	200,000.00	2,883.60	888.25	40.00	860.00	648,253.12
	AUG 31							0.00
	SEP 30							0.00
	OCT 31							0.00
	NOV 30							0.00
	DEC 31							0.00
1986	JAN 01							0.00

STATEMENT OF EXPENDITURES—1985

S/A DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
112 SALARIED EMPLOYEES	2,297,300.00	162,242.93	163,369.78	245,685.19	162,477.44	160,817.90						1,218,512.88	40.02		53.04	1,078,787.12
115 HOURLY EMPLOYEES	503,900.00	38,245.71	37,854.11	57,619.27	42,556.48	41,542.30						294,082.44	9.66		58.36	209,817.56
117 SUMMER EMPLOYEES	83,100.00	42.25	0.00	3,545.94	20,461.90	23,611.15						47,661.24	1.57		57.35	35,438.76
119 TEMPORARY EMPLOYEES	0.00	2,144.99	3,327.19	2,208.68	2,194.73	3,206.84						15,987.04	0.53			(15,987.04)
110 TOTAL WAGES & SALARIES	2,884,300.00	202,675.88	204,551.08	309,059.08	227,690.55	229,178.19	0.00	0.00	0.00	0.00	0.00	1,576,243.60	51.76	8.23	54.65	1,308,056.40
121 EMPLOYER FICA	203,000.00	14,366.69	13,092.77	14,471.92	22,685.13	16,343.97						116,295.75	3.82	9.13	57.29	86,704.25
122 UNEMPLOYMENT COMP	8,000.00	330.98	421.07	1,072.00	643.00	192.00						3,524.05	0.12	(55.23)	44.05	4,475.95
123 EMPLOYER PERF	103,000.00	0.00	8,355.14	0.00	0.00	25,314.60						54,353.87	1.79	3.33	52.77	48,646.13
124 GROUP INSURANCE	174,149.00	15,634.72	7,677.98	17,771.19	9,625.42	7,874.23						80,806.05	2.65	11.68	46.40	93,342.95
120 TOTAL BENEFITS	488,149.00	30,332.39	29,546.96	33,315.11	32,953.55	49,724.80	0.00	0.00	0.00	0.00	0.00	254,979.72	8.37	6.51	52.23	233,169.28
TOTAL PERSONAL SERVICES	3,372,449.00	233,008.27	234,098.04	342,374.19	260,644.10	278,902.99	0.00	0.00	0.00	0.00	0.00	1,831,223.32	60.14	7.99	54.30	1,541,225.68
212 PRINTING SUPPLIES	30,000.00	5,783.86	5,894.31	3,265.68	3,600.61	928.06						20,973.67	0.69	55.84	69.91	9,026.33
213 OFFICE STATIONERY	20,000.00	2,121.35	1,528.34	676.32	513.77	2,205.90						7,383.54	0.24	(54.53)	36.92	12,616.46
210 OFFICE SUPPLIES	50,000.00	7,905.21	7,422.65	3,942.00	4,114.38	3,133.96	0.00	0.00	0.00	0.00	0.00	28,357.21	0.93	(4.51)	56.71	21,642.79
221 CLEANING SUPPLIES	20,000.00	3,114.23	997.29	427.67	1,128.55	1,305.40						8,738.64	0.29	101.47	43.69	11,261.36
222 FUEL, OIL, & LUBRICANTS	40,000.00	3,313.29	2,773.04	1,020.53	1,157.50	1,080.22						13,080.35	0.43	(38.97)	32.70	26,919.65
223 OTHER SUPPLIES	95,000.00	7,281.81	10,706.85	5,838.46	12,127.41	23,339.23						67,820.95	2.23	47.85	71.39	27,179.05
220 OPERATING SUPPLIES	155,000.00	13,709.33	14,477.18	7,286.66	14,413.46	25,724.85	0.00	0.00	0.00	0.00	0.00	89,639.94	2.94	25.12	57.83	65,360.06
231 BUILDING SUPPLIES	33,000.00	60.75	297.25	1,371.55	735.56	2,679.05						5,367.75	0.18	(88.17)	16.27	27,632.25
233 REPAIR PARTS/SUPPLIES	16,000.00	1,296.13	1,097.92	1,172.26	2,874.37	2,838.41						10,301.20	0.34	(25.45)	64.38	5,698.80
230 MAINTENANCE SUPPLIES	49,000.00	1,356.88	1,395.17	2,543.81	3,609.93	5,517.46	0.00	0.00	0.00	0.00	0.00	15,668.95	0.51	(73.53)	31.98	33,331.05
TOTAL SUPPLIES	254,000.00	22,971.42	23,295.00	13,772.47	22,137.77	34,376.27	0.00	0.00	0.00	0.00	0.00	133,666.10	4.39	(16.73)	52.62	120,333.90
311 CONSULTING SERVICES	20,000.00	6,781.53	5,835.36	3,569.59	2,104.89	2,222.22						20,752.79	0.68	3.74	103.76	(752.79)
312 BUILDING SERVICES	10,000.00	0.00	994.00	0.00	500.00	994.00						3,928.00	0.13	19.39	39.28	6,072.00
313 LEGAL SERVICES	4,000.00	362.50	0.00	1.00	39.00	182.00						734.00	0.02	7.55	18.35	3,266.00
314 OTHER PROFESSIONAL	3,500.00	205.60	5.00	255.00	247.60	541.00						1,438.71	0.05	(28.66)	41.11	2,061.29
310 PROFESSIONAL SERVICES	37,500.00	7,349.63	6,834.36	3,825.59	2,891.49	3,939.22	0.00	0.00	0.00	0.00	0.00	26,853.50	0.88	3.31	71.61	10,646.50
321 TELECOMMUNICATIONS	80,000.00	4,654.27	4,500.34	9,297.27	529.23	5,525.06						32,041.26	1.05	1.84	40.05	47,958.74
322 POSTAGE	48,000.00	5,413.28	363.14	5,255.66	5,230.59	5,660.57						27,413.41	0.90	37.18	57.11	20,586.59
323 TRAVEL EXPENSE	13,000.00	454.39	1,423.40	2,762.09	2,444.43	3,612.45						11,681.08	0.38	50.84	89.85	1,318.92
324 TRAINING & DEVELOPMENT	11,000.00	833.00	1,198.50	888.95	2,075.50	75.00						5,578.45	0.18	35.01	50.71	5,421.55
325 FREIGHT	300.00	60.60	70.00	0.00	126.52	0.00						299.25	0.01	(25.67)	99.75	0.75
320 COMMUNICATION SERVICES	152,300.00	11,415.54	7,555.38	18,203.97	10,406.27	14,873.08	0.00	0.00	0.00	0.00	0.00	77,013.45	2.53	20.86	50.57	75,286.55
331 ADVERTISING	2,200.00	16.00	366.95	309.95	0.00	40.00						1,230.20	0.04	177.42	55.92	969.80
332 OUTSIDE PRINTING	1,500.00	674.50	1,224.12	4,766.43	213.05	276.57						7,601.09	0.25	1,168.71	506.74	(6,101.09)
330 PRINTING & ADVERTISING	3,700.00	690.50	1,591.07	5,076.38	213.05	316.57	0.00	0.00	0.00	0.00	0.00	8,831.29	0.29	747.08	238.68	(5,131.29)
342 INSURANCE	38,000.00	(40.00)	0.00	971.00	909.00	30.00						2,110.00	0.07		5.55	35,890.00
340 TOTAL INSURANCE	38,000.00	(40.00)	0.00	971.00	909.00	30.00	0.00	0.00	0.00	0.00	0.00	2,110.00	0.07	75.54	5.55	35,890.00
351 UTILITIES-NATURAL GAS	93,000.00	11,315.12	15,841.57	3,835.28	1,263.63	323.14						52,652.09	1.73	(2.93)	56.62	40,347.91
352 UTILITIES-ELECTRIC	274,000.00	22,975.05	19,399.20	22,560.98	22,463.96	24,977.09						150,327.70	4.94	6.41	54.86	123,672.30
353 UTILITIES-WATER	7,000.00	379.39	286.79	37.25	650.39	523.74						2,344.98	0.08	(14.02)	33.50	4,655.02
354 WASTE DISPOSAL	7,000.00	287.54	508.87	126.42	569.97	385.90						2,371.33	0.08	(31.82)	33.88	4,628.67
350 UTILITY SERVICES	381,000.00	34,957.10	36,036.43	26,559.93	24,947.95	26,209.87	0.00	0.00	0.00	0.00	0.00	207,696.10	6.82	2.96	54.51	173,303.90

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND

S/A DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
361 BUILDINGS-REPAIR	107,000.00	6,552.45	3,789.46	2,103.45	3,887.98	10,923.72						36,284.83	1.19	(47.54)	33.91	70,715.17
362 EQUIPMENT SERVICE	50,000.00	3,465.38	3,713.96	7,023.74	5,646.11	6,467.64						31,671.43	1.04	(38.96)	63.34	18,328.57
363 SERVICE ON CONTRACT	50,000.00	8,317.48	5,749.04	4,236.63	2,828.17	4,071.47						28,106.29	0.92	(76.78)	56.21	21,893.71
360 REPAIR & MAINTENANCE	207,000.00	18,335.31	13,252.46	13,363.82	12,362.26	21,462.83	0.00	0.00	0.00	0.00	0.00	96,062.55	3.15	(20.65)	46.41	110,937.45
371 BUILDING RENTAL	5,000.00	200.00	200.00	200.00	200.00	200.00						1,400.00	0.05	0.00	28.00	3,600.00
372 EQUIPMENT RENTAL	17,000.00	720.11	1,026.02	767.60	666.33	1,110.88						5,456.91	0.18	(19.91)	32.10	11,543.09
370 TOTAL RENT	22,000.00	920.11	1,226.02	967.60	866.33	1,310.88	0.00	0.00	0.00	0.00	0.00	6,856.91	0.23	(16.52)	31.17	15,143.09
391 DUES & MEMBERSHIPS	6,000.00	165.00	4,296.75	0.00	64.32	0.00						4,802.07	0.16	1,646.21	80.03	1,197.93
392 LOAN INTEREST	30,000.00	0.00	0.00	5,931.60	0.00	0.00						5,931.60	0.19	(50.05)	19.77	24,068.40
394 LIRF TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00			0.00
395 BINDERY SERVICES	35,000.00	2,929.29	2,496.95	1,200.22	5,341.29	1,111.37						16,130.45	0.53	37.65	46.09	18,869.55
396 COMPUTER SERVICES	66,000.00	10,661.70	5,023.23	7,220.34	8,286.45	9,023.76						44,132.85	1.45	118.84	66.87	21,867.15
397 PHOTOGRAPHIC SERVICES	3,000.00	432.21	856.52	215.90	856.89	492.05						3,720.13	0.12	1,026.05	124.00	(720.13)
398 PROPERTY TAXES	3,000.00	0.00	1,346.40	0.00	0.00	0.00						1,346.40	0.04	6.94	44.88	1,653.60
390 OTHER SERVICES	143,000.00	14,188.20	14,019.85	14,568.06	14,548.95	10,627.18	0.00	0.00	0.00	0.00	0.00	76,063.50	2.50	66.72	53.19	66,936.50
OTHER SERVICES & CHARGES	984,500.00	87,816.39	80,515.57	83,536.35	67,145.30	78,769.63	0.00	0.00	0.00	0.00	0.00	501,487.30	16.47	7.02	50.94	483,012.70
440 FURNITURE & EQUIPMENT	95,269.00	45,797.39	1,825.70	13,685.05	21,518.41	1,821.23						86,574.31	2.84	61.75	90.87	8,694.69
451 BOOKS	776,000.00	45,911.33	54,751.50	75,680.86	68,059.20	85,322.86						402,068.69	13.20	23.97	51.81	373,931.31
452 PERIODICALS	202,900.00	6,300.60	3,715.60	14,974.84	729.02	6,035.07						41,801.67	1.37	(13.07)	20.60	161,098.33
453 NONPRINT MATERIALS	121,100.00	4,991.52	2,929.56	21,279.57	7,101.86	6,570.07						48,203.60	1.58	5.23	39.80	72,896.40
450 TOTAL LIBRARY MATERIAL	1,100,000.00	57,203.45	61,396.66	111,935.27	75,890.08	97,928.00	0.00	0.00	0.00	0.00	0.00	492,073.96	16.16	17.66	44.73	607,926.04
TOTAL CAPITAL OUTLAYS	1,195,269.00	103,000.84	63,222.36	125,620.32	97,408.49	99,749.23	0.00	0.00	0.00	0.00	0.00	578,648.27	19.00	22.66	48.41	616,620.73
TOTAL OPERATING FUND	5,806,218.00	446,796.92	401,130.97	565,303.33	447,335.66	491,798.12	0.00	0.00	0.00	0.00	0.00	3,045,024.99	100.00	8.88	52.44	2,761,193.01

MISCELLANEOUS INCOME SUMMARY--1985

G/L#	S/A#	DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	YTD%	V% 1984
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	0.00	9,000.00	4,464.04	0.00						13,464.04	0.43	(29.57)
10	5102	BOND-PROPERTY	0.00	0.00	0.00	0.00	137,000.00	29,398.86	0.00						166,398.86	5.36	12.13
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,751.58	0.00						2,751.58	0.09	0.81
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00	
		BOND-TOTAL	0.00	0.00	0.00	0.00	146,000.00	36,614.48	0.00	0.00	0.00	0.00	0.00	0.00	182,614.48	5.89	7.27
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	0.00	122,000.00	61,461.92	0.00						183,461.92	5.91	(29.48)
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	0.00	1,873,000.00	394,365.42	0.00						2,267,365.42	73.09	12.28
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,493.11	0.00						37,493.11	1.21	0.94
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00	
		OPERATING-TOTAL	0.00	0.00	0.00	0.00	1,995,000.00	493,320.45	0.00	0.00	0.00	0.00	0.00	0.00	2,488,320.45	80.22	7.40
		LOCAL TAX REVENUES	0.00	0.00	0.00	0.00	2,141,000.00	529,934.93	0.00	0.00	0.00	0.00	0.00	0.00	2,670,934.93	86.10	7.40
11	5111	PHOTOCOPYING FEES	6,593.48	7,029.97	8,225.00	9,190.47	7,975.38	7,009.17	9,199.17						55,222.64	1.78	(4.33)
12	5121	EXTENDED USE FEES	8,881.33	7,771.11	7,927.12	8,776.62	9,920.13	8,169.45	8,348.11						59,793.87	1.93	10.75
13	5131	GRANTS	3,993.00	0.00	61,435.00	0.00	61,901.00	2,621.00	4,884.00						134,834.00	4.35	100.27
14	5141	PARKING LOTS	6,986.07	9,285.06	9,210.77	9,571.90	9,118.74	9,138.36	9,166.67						62,477.57	2.01	28.19
15	5151	RENT---TRI-ALSA	916.06	908.16	1,035.25	832.82	953.36	993.51	898.90						6,538.06	0.21	22.94
15	5152	RENT---SERVICE CENTER	825.00	825.00	825.00	825.00	825.00	825.00	825.00						5,775.00	0.19	(10.81)
15	5153	RENT---OTHER	20.00	30.00	60.00	70.00	10.00	125.00	20.00						335.00	0.01	(48.03)
		TOTAL RENT	1,761.06	1,763.16	1,920.25	1,727.82	1,788.36	1,943.51	1,743.90	0.00	0.00	0.00	0.00	0.00	12,648.06	0.41	1.69
16	5161	GIFTS-UNRESTRICTED	45.10	62.96	2.30	19.13	13.50	1.45	27.71						172.15	0.01	(45.58)
16	5162	GIFTS-GENEALOGY CLASS	0.00	0.00	1,440.00	0.00	0.00	0.00	0.00						1,440.00	0.05	(5.88)
16	5163	GIFTS-RESTRICTED	0.00	20.00	55.00	46.12	45.53	156.25	15.00						337.90	0.01	(97.12)
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00	
		TOTAL GIFTS	45.10	82.96	1,497.30	65.25	59.03	157.70	42.71	0.00	0.00	0.00	0.00	0.00	1,950.05	0.06	(85.65)
17	5171	INTEREST	5,826.59	3,665.95	1,346.74	4,371.92	7,510.14	1,521.09	12,678.32						36,920.75	1.19	(15.27)
18	5181	SUBSCRIPTION CARDS	180.00	160.00	140.00	280.00	101.50	120.00	160.00						1,141.50	0.04	67.87
19	5191	CABLE ACCESS REVENUE	0.00	0.00	0.00	44,283.28	0.00	0.00	171.00						44,454.28	1.43	
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00						1,000.00	0.03	0.00
19	5193	MILEAGE	111.84	55.20	49.20	49.20	49.20	49.20	0.00						363.84	0.01	(19.21)
19	5194	ACPL PUBLICATIONS	14.00	4.00	31.00	104.50	0.40	11.00	11.60						176.50	0.01	(32.13)
19	5195	RESEARCH SERVICES	483.40	391.06	432.90	384.46	302.04	365.51	308.70						2,668.07	0.09	203.59
19	5196	EQUIPMENT DAMAGES	357.88	0.00	0.00	0.00	0.00	0.00	0.00						357.88	0.01	
19	5197	PAY PHONES	23.35	37.24	46.91	71.66	46.30	12.94	36.88						275.28	0.01	36.20
19	5198	LOST/DAMAGED MATERIAL	155.77	697.24	530.29	725.51	873.82	744.67	406.22						4,133.52	0.13	1,184.74
19	5199	REFUNDS	291.75	293.79	232.35	3,567.28	270.92	72.22	97.51						4,825.82	0.16	253.74
19	5201	INTERGOVERNML REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00	(100.00)
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	0.00	
19	5205	INSURANCE CLAIMS	0.00	0.00	0.00	611.00	0.00	0.00	307.00						918.00	0.03	
19	5300	OTHER INCOME	232.43	166.64	4,636.98	261.29	132.41	275.94	1,188.20						6,893.89	0.22	603.38
		TOTAL OTHER INCOME	1,670.42	1,645.17	5,959.63	50,058.18	1,675.09	2,531.48	2,527.11	0.00	0.00	0.00	0.00	0.00	66,067.08	2.13	(12.64)
		NON-TAX TOTALS	35,937.05	31,403.38	97,661.81	84,042.16	100,049.37	33,211.76	48,749.99	0.00	0.00	0.00	0.00	0.00	431,055.52	13.90	15.35
		TOTAL INCOME	35,937.05	31,403.38	97,661.81	84,042.16	2,241,049.37	563,146.69	48,749.99	0.00	0.00	0.00	0.00	0.00	3,101,990.45	100.00	8.43

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 1986

Allen County Public Library

Allen County

Prepare a separate estimate for each fund. OPERATING FUND	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
112 Salaried Employees	2,480,830		
115 Hourly Employees	500,257		
117 Summer Employees	100,000		
119 Temporary Employees	38,913		
Salary of Treasurer			
Wages of Janitors			
Employee Benefits			
121 Employer's Share - F.I.C.A.	223,080		
122 Unemployment Compensation	10,000		
123 Employer's Contribution - P.E.R.F.	117,840		
124 Employer's Contribution - Group Insurance	220,000		
Sick Pay			
Other Employee Benefits			
Other Personal Services			
Total Personal Services		3,690,920	3,690,920
2 Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
213 Other Office Supplies	52,500		
Operating Supplies			
221 Cleaning and Sanitation Supplies	21,000		
222 Fuel, Oil and Lubricants	34,920		
223 Other Operating Supplies	96,750		
Repair and Maintenance Supplies			
231 Building Materials and Supplies	34,650		
Paint and Painting Supplies			
233 Repair Parts	29,200		
Other Repair and Maintenance Supplies			
Other Supplies			
Total Supplies		269,020	269,020
3 Other Services and Charges			
314 Professional Services			
Consulting Services	24,500		
Engineering and Architectual Services			
Legal Services			
Other Professional Services			
Communication and Transportation			
321 Telephone and Telegraph	69,300		
322 Postage	48,172		
323 Traveling Expense	32,500		
324 Professional Meetings	13,000		
Freight and Express			
332 Printing and Advertising			
Advertising and Publication of Notices	7,500		
Printing, Other Than Office Supplies			
342 Insurance			
Official Bonds	75,000		
Other Insurance			

	Items	Total Estimate	Approved
3 Other Services and Charges (continued)			
Utility Services			
351 Gas	75,000		
352 Electricity	296,076		
353 Water	6,000		
354 Waste Disposal Services	7,600		
Repairs and Maintenance			
361 Buildings and Structures	112,700		
362-3 Equipment	107,082		
372 Rentals /Leasing			
Real Estate	36,840		
Equipment			
Debt Service			
Payment of Bonds			
Interest - Bonds			
Other			
391 Dues	6,300		
392 Interest on Temporary Loans	15,000		
398 Taxes and Assessments	2,900		
394 Transfer to Library Improvement Reserve Fund	125,000		
395 Bindery	25,000		
396 Computer Services	88,250		
397 Photographic Services	5,500		
Total Other Services and Charges		1,179,220	1,179,220
4 Capital Outlays			
Land			
Buildings			
Improvements Other Than Buildings			
440 Furniture and Equipment	160,840		
Other Capital Outlays			
451 Books	889,968		
452 Periodicals and Newspapers	215,295		
453 Nonprinted Materials (Microforms & Audio-visuals)	144,737		
Total Capital Outlays		1,410,840	1,410,840
Fund Total		6,550,000	6,550,000

We hereby certify that the foregoing is a true and fair estimate of the necessary expense of the Allen County Public Library for the calendar year 1986 for the purposes therein specified.

Date this 29th day of August 1985

Members of Library Board

Members of Library Board

506			5	
ID	YEAR	CO	TYPE	KEY

Allen County Public LIBRARY Allen COUNTY, INDIANA

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 1986

PREPARE SEPARATE ESTIMATE FOR EACH FUND

Operating FUND	ESTIMATED AMOUNTS TO BE RECEIVED			
SOURCE OF RECEIPTS	-A- July 1, 1985 to Dec. 31, 1985	-X- State Board of Tax Commissioners	-B- Jan. 1, 1986 to Dec. 31, 1986	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks and Building and Loan	32,000		70,000	
0202 License Excise Tax	240,000		475,000	
0203 CAGIT Certified Shares				
0204 CAGIT Property Tax Replacement Credit			XXXXXXXXXX	
0212 County Option Income Tax (COIT)				
OTHER REVENUE:				
1515 State Distribution	51,700		43,945	
4100 Fines and Fees	42,736		99,405	
2717 Photocopy Fees	40,098		91,261	
6101 Income From Trusts				
6100 Interest on Investments	27,773		58,324	
2716 County Contractual Library				
1418 Library Service Authority	5,580		11,160	
2705 Township Contracts (List)				
Parking Fees	54,840		115,165	
Miscellaneous	9,000		20,000	
6400 Gifts and Bequests				
1419 Operating Grants (Specify Source)				
State Student Assistance Comm	2,912		-----	
Cox Cable	60,000		70,000	
1420 Capital Grants (Specify Source)				
5207 Transfer From Operating Fund (For LIRF Only)				
6200 Rental of Property Service Center	4,950		9,900	
5101 Sale of Property				
9999 Total Columns A and B	571,589		1,064,160	

Note: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols. X are reserved for the State Board of Tax Commissioners adjustments.

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 19 86

Allen County Public Library

Allen County

Prepare a separate estimate for each fund.

BOND REDEMPTION FUND

	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
Salary of Treasurer			
Wages of Janitors			
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance			
Sick Pay			
Other Employee Benefits			
Other Personal Services			
Total Personal Services			
2 Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
Other Office Supplies			
Operating Supplies			
Cleaning and Sanitation Supplies			
Fuel, Oil and Lubricants			
Other Operating Supplies			
Repair and Maintenance Supplies			
Building Materials and Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair and Maintenance Supplies			
Other Supplies			
Total Supplies			
3 Other Services and Charges			
Professional Services			
Consulting Services			
Engineering and Architectual Services			
Legal Services			
Other Professional Services			
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expense			
Professional Meetings			
Freight and Express			
Printing and Advertising			
Advertising and Publication of Notices			
Printing, Other Than Office Supplies			
Insurance			
Official Bonds			
Other Insurance			

	Items	Total Estimate	Approved
3 Other Services and Charges (continued)			
Utility Services			
Gas			
Electricity			
Water			
Waste Disposal Services			
Repairs and Maintenance			
Buildings and Structures			
Equipment			
Rentals			
Real Estate			
Equipment			
Debt Service			
381 Payment of Bonds	280,000		
382 Interest - Bonds	84,493		
Other			
Dues			
Interest on Temporary Loans			
Taxes and Assessments			
Transfer to Library Improvement Reserve Fund			
Total Other Services and Charges		364,493	364,493
4 Capital Outlays			
Land			
Buildings			
Improvements Other Than Buildings			
Furniture and Equipment			
Other Capital Outlays			
Books			
Periodicals and Newspapers			
Nonprinted Materials (Microforms & Audio-visuals)			
Total Capital Outlays			
Fund Total		364,493	364,493

We hereby certify that the foregoing is a true and fair estimate of the necessary expense of the Allen County Public Library for the calendar year 1986 for the purposes therein specified.

Date this 29th day of August 1985

Dean McMahan

James V. Donaway Jr.

Eugene Beaman

Patricia Ryan

Members of Library Board

Members of Library Board

Prescribed by State Board of Accounts

Library Budget Form No. 2 (Rev. 1985)

506			5	
ID	YEAR	CO	TYPE	KEY

Allen County Public LIBRARY Allen COUNTY, INDIANA

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 1986

PREPARE SEPARATE ESTIMATE FOR EACH FUND

Bond Redemption FUND	ESTIMATED AMOUNTS TO BE RECEIVED			
SOURCE OF RECEIPTS	-A- July 1, 1985 to Dec. 31, 1985	-X- State Board of Tax Commissioners	-B- Jan. 1, 1986 to Dec. 31, 1986	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks and Building and Loan	$ 2,200		$ 6,000	
0202 License Excise Tax	12,000		36,000	
0203 CAGIT Certified Shares				
0204 CAGIT Property Tax Replacement Credit			XXXXXXXXXX	
0212 County Option Income Tax (COIT)				
OTHER REVENUE:				
1515 State Distribution				
4100 Fines and Fees				
2717 Photocopy Fees				
6101 Income From Trusts				
6100 Interest on Investments				
2716 County Contractual Library				
1418 Library Service Authority				
2705 Township Contracts (List)				
6400 Gifts and Bequests				
1419 Operating Grants (Specify Source)				
1420 Capital Grants (Specify Source)				
5207 Transfer From Operating Fund (For LIRF Only)				
6200 Rental of Property				
5101 Sale of Property				
9999 Total Columns A and B	14,200		42,000	

Note: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols. X are reserved for the State Board of Tax Commissioners adjustments.

NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES

In the matter of determining the tax rates for certain purposes by the Library Board of the Allen County Public Library Allen County, Indiana. } Before the Library Board

Notice is hereby given to taxpayers of the Allen County Public Library Allen County, Indiana, that the proper officers of said Library will conduct a public hearing at 900 Webster Street, Fort Wayne, Indiana on the 1986 Budget at 1 p.m. on August 22, 1985. Following this meeting, the aforementioned officers of said Library, will meet at 900 Webster Street, Fort Wayne, Indiana at 3:00 p.m. on August 29, 1985 to adopt the following Budget:

BUDGET ESTIMATES AND TAX RATES

FUNDS	BUDGET ESTIMATE	ESTIMATE OF FUNDS TO BE RAISED	PROPERTY TAX REPLACEMENT CREDIT	NET TAX RATE
Library Operating Fund	$6,550,000	$5,136,276	$	$ .42
Library Improvement Reserve Fund		XXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
Bond and Interest Redemption Fund	364,493	360,297		.03
_____ Fund				
_____ Fund				
_____ Fund				
_____ Fund				
_____ Fund				
Totals	$6,914,493	$5,496,573	$	$ .45

Taxpayers appearing shall have a right to be heard thereon. After the tax levies have been determined, and presented to the County Auditor not later than two days prior to the second Monday in September, and the levy fixed by the County Tax Adjustment Board, or on their failure so to do, by the County Auditor, ten or more taxpayers feeling themselves aggrieved by such levies, may appeal to the State Board of Tax Commissioners for further and final hearing thereon by filing of petition with the County Auditor on or before the tenth day after publication by the County Auditor of tax rates charged, and the State Board of Tax Commissioners will fix a date for hearing in this county.

Rae Gates
President of Library Board

Zohrab K. Tazian
Secretary of Library Board

James V. Ganaway
Treasurer of Library Board

Dated 25 July, 1985

504 / ID YEAR CO 5 / TYPE KEY

RESOLUTION OF APPROPRIATIONS

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 86, and ending December 31, 19 86, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the calendar year ending December 31, 1986, the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the Bond Redemption Fund of said Library, the following:

100 Personal Services	
Salaries and Wages	
Salary of Librarian	
Salary of Assistants	
Salary of Treasurer	
Wages of Janitors	
Employee Benefits	
Other Personal Services	
Total Personal Services	
200 Supplies	
Office Supplies	
Operating Supplies	
Repair and Maintenance Supplies	
Other Supplies	
Total Supplies	
300 Other Services and Charges	
Professional Services	
Communication and Transportion	
Printing and Advertising	
Insurance	
Utility Services	
Repairs and Maintenance	
Rentals	
Debt Service	364,493
Dues, Interest and Taxes	
Transfer to LIRF	
Total Other Services and Charges	364,493
400 Capital Outlays	
Land, Buildings and Improvements	
Furniture and Equipment	
Books	
Periodicals and Newspapers	
Nonprinted Materials	
Total Capital Outlays	
9999 Total Fund	364,493

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 29th day of August, 19 85.

Members of Library Board

Members of Library Board

BUDGET SUBMISSION LETTER AND CERTIFICATE

TO THE AUDITOR OF ALLEN COUNTY, INDIANA:

The undersigned herewith submits two copies of the budget adopted by the Library Board of the Allen County Public Library, Fort Wayne, Allen County, Indiana, for the year ending December 31, 1986, for filing and presentation to the County Tax Adjustment Board.

Also submitted are copies of the Proof of Publication of published notice to taxpayers (Two copies from each newspaper.)

President of Library Board

Secretary of Library Board

James V. Fanaroff Jr.
Treasurer of Library Board

CERTIFICATE AND RESOLUTION OF TAX RATES

The undersigned hereby certifies that the following resolution Levying Taxes and fixing the Rate of Taxation for the purpose of raising revenue to meet the necessary expense for the calendar year ending December 31, 1986 has been adopted.

Be it resolved by the Library Board of the Allen County Public Library Allen County, Indiana, That:

There shall be levied upon each one Hundred Dollars of the Assessed Valuation of Taxable Property in said library taxing district for the fiscal year 1985, to be collected in the year 1986, the following:

For LIBRARY OPERATING FUND . . . . . 42 cents

For LIBRARY BOND AND INTEREST REDEMPTION FUND . . . . . 3 cents

For _____ FUND . . . . . _____ cents

For _____ FUND . . . . . _____ cents

For _____ FUND . . . . . _____ cents

For _____ FUND . . . . . _____ cents

Adopted, certified and respectfully submitted this 29th day of ~~August~~, 1985.

Sean McMahon
James V. Fanaroff Jr.
[illegible]
[illegible]

Member of Library Board

Members of Library Board

Prescribed by State Board of Accounts

Budget Form 4-B (Rev. 1985)

503 ID YEAR CO TYPE KEY FUND

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

UNIT ON APPEAL [ ] TAXING UNIT Allen County Public Library COUNTY Allen

FUND Bond Redemption Fund NET ASSESSED VALUATION 1,395,244,330 [0 5]

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	$ 364,493			
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	181,600			
3. Additional appropriation necessary to be made July 1 to December 31 of present year	-------			
4. Outstanding temporary loans to be paid not included in lines 2 or 3	-------			
5. Total funds required (add lines 1, 2, 3 and 4)	546,093			
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:				
6. Actual balance, June 30 of present year	192,992			
7. Taxes to be collected, present year (December Settlement)	175,000			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	14,200			
b. Total Column B Budget Form 2	42,000			
9. Total Funds (add lines 6, 7, 8a and 8b)	424,192			
10. Net amount to be raised for expenses to December 31st of incoming year (deduct line 9 from line 5)	181,600			
11. Operating balance (not in excess of expense January 1st to June 30, less miscellaneous revenue for same period)	178,697			
12. Amount to be raised by tax levy (add lines 10 and 11)	360,297			
13. Property Tax Replacement Credit from Local Option Tax	-------			
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	360,297			
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	
16. Net Amount to be Raised	360,297			
17. Net Tax Rate on Each One Hundred Dollars of Taxable Property	.03			

Note: Please be sure total of amounts in lines 2, 3 and 4 do not exceed total amounts in lines 6, 7 and 8a.

503 ID YEAR CO TYPE KEY FUND

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

UNIT ON APPEAL [ ]

TAXING UNIT Allen County Public Library

COUNTY Allen

FUND Operating

NET ASSESSED VALUATION 1,395,244,330

0 5

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	6,550,000			
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	3,100,000			
3. Additional appropriation necessary to be made July 1 to December 31 of present year	- -			
4. Outstanding temporary loans to be paid not included in lines 2 or 3	- -			
5. Total funds required (add lines 1, 2, 3 and 4)	9,650,000			
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:				
6. Actual balance, June 30 of present year	800,000			
7. Taxes to be collected, present year (December Settlement)	2,274,475			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	571,589			
b. Total Column B Budget Form 2	1,064,160			
9. Total Funds (add lines 6, 7, 8a and 8b)	4,710,224			
10. Net amount to be raised for expenses to December 31st of incoming year (deduct line 9 from line 5)	4,939,776			
11. Operating balance (not in excess of expense January 1st to June 30, less miscellaneous revenue for same period)	196,500			
12. Amount to be raised by tax levy (add lines 10 and 11)	5,136,276			
13. Property Tax Replacement Credit from Local Option Tax	- -			
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	5,136,276			
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	
16. Net Amount to be Raised				
17. Net Tax Rate on Each One Hundred Dollars of Taxable Property	.42			

Note: Please be sure total of amounts in lines 2, 3 and 4 do not exceed total amounts in lines 6, 7 and 8a.

Claim No. ..... Warrant No. .....

IN FAVOR OF

Fort Wayne Newspapers, Inc.
Agent for The Journal-Gazette
600 West Main Street
Fort Wayne, IN 46802

$.....

On Account of Appropriation for

.....

Appropriation No. .....

Allowed ..... **19** .....

In the sum of $ .....

.....

.....

.....

.....

.....

I have examined the within claim and hereby certify as follows:

That it is in proper form

That it is duly authenticated as required by law

That it is apparently Correct / Incorrect

.....

I certify that the within claim is true and correct; that the services therein itemized and for which charge is made were ordered by me and were necessary to the public business.

.....

..... 198 .....

TABLE SHOWING PRICE PER LINE AND PER INSERTION FOR

SIZE OF TYPE	12.5 Em Column (149 Points) Number of Insertions 1	2	3	4
6	.300	.450	.600	.750

Note: Above table is based on square of 250 ems.

Form Prescribed by State Board of Accounts

General Form No. 99P (Rev. 1967)

Allen County Public Library
(Governmental Unit)
Allen County, IN

To JOURNAL-GAZETTE Dr.
P.O. BOX 100
FORT WAYNE, INDIANA

PUBLISHER'S CLAIM

LINE COUNT

Display Matter (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set) - number of equivalent lines	
Head number of lines	2
Body number of lines	37
Tail number of lines	7
Total number of lines in notice	46

COMPUTION OF CHARGES

46 lines, 1 columns wide equals 46 equivalent lines at .450¢ cents per line $ 20.70

Additional charge for notices containing rule or tabular work (50 per cent of above amount)

Charge for extra proofs of publication (50 cents for each proof in excess of two)

TOTAL AMOUNT OF CLAIM $ 20.70

DATA FOR COMPUTING COST

Width of single column 12.5 picas

Size of type 6 point

Number of insertions 2

Size of quad upon which type is cast 6

Pursuant to the provision and penalties of Ch. 89., Acts 1967.

I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

Drusilla Roose

Date Aug. 10 19 85

Title CLERK

FORM #904

NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES

In the matter of determining the tax rates for certain purposes by the Library Board of the Allen County Public Library, Allen County, Indiana.

Notice is hereby given to taxpayers of the Allen County Public Library, Allen County, Indiana, that the proper officers of said Library will conduct a public hearing at 900 Webster Street, Fort Wayne, Indiana on the 1986 budget at 1:00 p.m. on August 22, 1985. Following this meeting, the aforementioned officers of said Library will meet at 900 Webster Street, Fort Wayne, Indiana at 3:00 p.m. on August 29, 1985 to adopt the following budget:

BUDGET ESTIMATES AND TAX RATES

FUNDS: Library Operating Fund, BUDGET ESTIMATE: $6,550,000, ESTIMATE OF FUNDS TO BE RAISED: $5,136,276, NET TAX RATE: $.42

FUNDS: Bond and Interest Redemption Fund, BUDGET ESTIMATE: $364,493, ESTIMATE OF FUNDS TO BE RAISED: $360,297, NET TAX RATE: .03

TOTALS: BUDGET ESTIMATE $6,914,493, ESTIMATE OF FUNDS TO BE RAISED $5,496,573, NET TAX RATE $.45

Taxpayers appearing shall have a right to be heard thereon. After the tax levies have been determined, and presented to the County Auditor not later than two days prior to the second Monday in September, and the levy fixed by the County Tax Adjustment Board, or on their failure so to do, by the County Auditor, ten or more taxpayers feeling themselves aggrieved by such levies may appeal to the State Board of Tax Commissioners for further and final hearing thereon by filing of petition with the County Auditor on or before the tenth day after publication by the County Auditor of tax rates charged, and the State Board of Tax Commissioners will fix a date for hearing in this county.

Rae Gates
President of Library Board
Zohrab K. Tazian
Secretary of Library Board
James V. Ganaway, Jr.
Treasurer of Library Board

Dated: 25 July 1985
7-30/8-10

PUBLISHER'S AFFIDAVIT

State of Indiana
ALLEN County SS:

Personally appeared before me, a notary public in and for said county and state, the undersigned Drusilla Roose who, being duly sworn, says that he/she is CLERK of the JOURNAL-GAZETTE a DAILY newspaper of general circulation printed and published in the English language in the city town of FORT WAYNE, INDIANA in state and county aforesaid, and that the printed matter attached hereto is a true copy, which was duly published in said paper for two times the dates of publication being as follows:

7/30 - 8/10/85

Drusilla Roose

Subscribed and sworn to me before this 10th day of August 19 85

Anne M. Perkins
Anne M. Perkins Notary Public

My commission expires November 29, 1985

Claim No. ..... Warrant No. .....

IN FAVOR OF

Fort Wayne Newspapers, Inc.
Agent for The News-Sentinel
600 West Main Street
Fort Wayne, IN 46802

$.....

On Account of Appropriation for

.....

Appropriation No. .....

Allowed ..... **19** .....

In the sum of $ .....

.....

.....

.....

.....

.....

I have examined the within claim and hereby certify as follows:

That it is in proper form

That it is duly authenticated as required by law

That it is apparently Correct / Incorrect

.....

I certify that the within claim is true and correct; that the services therein itemized and for which charge is made were ordered by me and were necessary to the public business.

.....

.....198.....

TABLE SHOWING PRICE PER LINE AND PER INSERTION FOR

SIZE OF TYPE	12.5 Em Column (149 Points) Number of Insertions 1	2	3	4
6	.300	.450	.600	.750

Note: Above table is based on square of 250 ems.

Form Prescribed by State Board of Accounts

General Form No. 99P (Rev. 1967)

Allen County Public Library
(Governmental Unit)
Allen County, IN

To NEW-SENTINEL Dr.
P.O. BOX 100
FORT WAYNE, INDIANA

PUBLISHER'S CLAIM

LINE COUNT

Display Matter (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set) - number of equivalent lines .....

Head	number of lines	2
Body	number of lines	37
Tail	number of lines	7
	Total number of lines in notice	46

COMPUTION OF CHARGES

46 lines, 1 columns wide equals 46 equivalent lines at .450¢ cents per line $ 20.70

Additional charge for notices containing rule or tabular work (50 per cent of above amount) .....

Charge for extra proofs of publication (50 cents for each proof in excess of two) .....

TOTAL AMOUNT OF CLAIM $ 20.70

DATA FOR COMPUTING COST

Width of single column 12.5 picas

Size of type 6 point

Number of insertions 2

Size of quad upon which type is cast 6

Pursuant to the provision and penalties of Ch. 89., Acts 1967.

I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

Drusilla Roose

Date Aug. 10, 19 85

Title CLERK

FORM #903

NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES

In the matter of determining the tax rates for certain purposes by the Library Board of the Allen County Public Library, Allen County, Indiana.

Notice is hereby given to taxpayers of the Allen County Public Library, Allen County, Indiana, that the proper officers of said Library will conduct a public hearing at 900 Webster Street, Fort Wayne, Indiana on the 1986 budget at 1:00 p.m. on August 22, 1985. Following this meeting, the aforementioned officers of said Library will meet at 900 Webster Street, Fort Wayne, Indiana at 3:00 p.m. on August 29, 1985 to adopt the following budget:

BUDGET ESTIMATES AND TAX RATES

FUNDS: Library Operating Fund, BUDGET ESTIMATE: $6,550,000, ESTIMATE OF FUNDS TO BE RAISED: $5,136,276, NET TAX RATE: $.42

FUNDS: Bond and Interest Redemption Fund, BUDGET ESTIMATE: $364,493, ESTIMATE OF FUNDS TO BE RAISED: $360,297, NET TAX RATE: .03

TOTALS: BUDGET ESTIMATE $6,914,493, ESTIMATE OF FUNDS TO BE RAISED $5,496,573, NET TAX RATE $.45

Taxpayers appearing shall have a right to be heard thereon. After the tax levies have been determined, and presented to the County Auditor not later than two days prior to the second Monday in September, and the levy fixed by the County Tax Adjustment Board, or on their failure so to do, by the County Auditor, ten or more taxpayers feeling themselves aggrieved by such levies may appeal to the State Board of Tax Commissioners for further and final hearing thereon by filing of petition with the County Auditor on or before the tenth day after publication by the County Auditor of tax rates charged, and the State Board of Tax Commissioners will fix a date for hearing in this county.

Rae Gates
President of Library Board
Zohrab K. Tazian
Secretary of Library Board
James V. Ganaway, Jr.
Treasurer of Library Board

Dated: 25 July 1985
7-30/8-10

PUBLISHER'S AFFIDAVIT

State of Indiana
ALLEN County SS:

Personally appeared before me, a notary public in and for said county and state, the undersigned Drusilla Roose who, being duly sworn, says that he/she is CLERK of the NEWS-SENTINEL a DAILY newspaper of general circulation printed and published in the English language in the city town of FORT WAYNE, INDIANA in state and county aforesaid, and that the printed matter attached hereto is a true copy, which was duly published in said paper for two times, the dates of publication being as follows:

7/30 - 8/10/85

Drusilla Roose

Subscribed and sworn to me before this 10th day of August 19 85

Anne M. Perkins

Anne M. Perkins Notary Public

My commission expires November 29, 1985

N COUNTY
IC LIBRARY
EBSTER STREET
WAYNE, INDIANA
(219) 424-7241
ADDRESS: BOX 2270
AYNE, INDIANA 46801

Ashton
tor

23 September 1985

To: All Library Board Members

From: Steven Fortriede

Re: 26 September 1985 Regular Board Meeting

The September Board meeting will take place at 3:00 p.m. on Thursday 26 September 1985 in the Board Room at the Main Library.

Much of the agenda is routine business. However, Bernard Perry, our financial consultant, will be present to report on funding options and costs should the Board decide to purchase an automated library system.

There will be a short executive session on personnel matters following the regular Board meeting.

I look forward to meeting with you on Thursday.

CPL
EN COUNTY
LIC LIBRARY
EBSTER STREET
WAYNE, INDIANA
2: (219) 424-7241
G ADDRESS: BOX 2270
WAYNE, INDIANA 46801

I. Ashton
rector

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday
26 September 1985
3:00 p.m.
Board Room, Main Library

1. Adoption of the agenda.

2. Approval of the minutes of the 29 August regular Board meeting.

3. Receipt of the financial report of 31 August 1985. D. Lehman.

4. Approval of temporary fund transfer from BIRF and LIRF to operating fund. D. Lehman.

5. Report of the Acting Director:

   a. Library use through 31 August 1985.
   b. Report on Summer Reading Club activity.
   c. Affiliate membership in American Library Trustee Association.
   d. Volunteer program. C. Holly.
   e. Gold Card update.

6. Approval of lease of office space to Tri-ALSA. S. Kaye.

7. Receive report of evaluation of telephone system bids and award a contract for purchase of a telephone system.

8. Receive progress report on branch development planning and activity. S. Kaye.

9. Approve a contract with Indiana State Library for a Library Services and Construction Act grant of $33,144 for support of the Subregional library service for the blind and physically handicapped.

10. Approve an application for distribution of Library Services and Construction Act funds through the Reciprocal Borrowing phase of the Indiana Public Library Resource Sharing Program.

11. Resolve to appeal rejection of our application for Library Services and Construction Act funds for retrospective conversion in the amount of $100,000.

12. Automation update. L. Stanley.

13. Receive report of financial consultant. B. Perry.

14. Approval of the following salaried appointments:

Linda Michael	Readers' Services, Librarian	#362	Grade E	1.0 fte	$13,483.45
Susan Mungovan	Public/Branch and Bookmobile Services, Librarian-temporary position	#271	Grade E	1.0 fte	$13,483.45

Erik Mollberg	Television Services, Public Access Coordinator	#382	Grade E	1.0 fte	$15,263.83
Linda Fredrick	Business and Technology, Librarian	#301	Grade E	1.0 fte	$13,483.45

15. Approval of payment of the following bills:

September Accounts Payable	$160,772.52
Miscellaneous Checks (16 August - 31 August)	51,083.13
Miscellaneous Checks (1 September - 17 September)	62,511.83
Total	$274,367.48

16. Other business.

17. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

26 September 1985

The Board of Library Trustees of the Allen County Public Library met in regular session in the Board Room of the Main Library at 3:00 p.m. on Thursday 26 September 1985. Members present: Rae Gates, Patricia Beers, Alan McMahan, Lu Ann Beaman, Mary Koehlinger, Zohrab Tazian. Member absent: James Ganaway. Mrs. Gates presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.

2. Approval of the minutes of the 29 August 1985 regular Board meeting. The Board approved the minutes as circulated.

3. Receipt of the financial report of 31 August 1985. The Board received the financial report of 31 August 1985 as presented by Douglas Lehman.

4. Approval of temporary fund transfer from BIRF and LIRF to operating fund. Douglas Lehman recommended the transfer of the full balance of both the BIRF and LIRF funds, $24,392.27 and $176,927.98 respectively, to the Operating Fund to cover cash flow problems caused by the periodic nature of local tax distributions. Repayment would occur no later than 30 November 1985. The Board authorized the transfer of these funds.

5. Report of the Acting Director:

   a. Library use through 31 August 1985. Steven Fortriede reported that August circulation was 223,128, up 19% from August 1984. Circulation year-to-date is 1,770,211, up 11.06% over this point in 1984. The Monroeville Branch and the Georgetown Branch led in the percentage increases, with 41.7% and 38.3% respectively.

b. Report on Summer Reading Club activity. Steve Fortriede reported that 8,553 juveniles had been enrolled in the summer reading program for 1985, a 16% increase over 1984. Of this figure, 5,766 were readers - reading a total of 114,876 books. There were 2,787 pre-readers registered - 13,454 hours were spent reading to this group. Program attendance totaled 10,425, and 2,365 people attended the final event, Bubble Magic, with Eiffel Plasterer. In the young adult division, 1,117 young people, a 22% increase, registered. They accounted for 16,419 books read during the program.

c. Affiliate membership in American Library Trustee Association. Steve Fortriede announced that the Library Board had received a certificate certifying their affiliate membership in the American Library Trustee Association and making them eligible to attend meetings of this organization.

d. Volunteer program. Charlene Holly reported on the progress of the volunteer program since its beginning in the spring of 1984. She distributed informative material about the program and stated that $70,000 worth of (at lowest current hourly rate) volunteer time has been given to the Library so far this year, 1455 hours in August.

e. Gold card update. Steve reported that there are now 1988 Gold card holders and a total of 2552 members of the Friends of the ACPL.

6. Approval of a lease of office space to Tri-ALSA. Sheldon Kaye reported that the lease of space in the sub-basement of the Main Library to Tri-ALSA would carry the same terms as last year's lease, except that there would be a 5% increase in the rent, making the monthly amount due $535. The Board approved the lease as prepared.

7. Receive report of evaluation of telephone system bids and award a contract for purchase of a telephone system. Steve Fortriede reported that 5 bids had been received. After staff consideration and evaluation, the staff recommended that the Board award the contract for the purchase of a telephone system for the Main Library to KLF, Inc., whose bid was $60,593.79. The Board awarded the contract to KLF, Inc.

8. Receive progress report on branch development planning and activity. Sheldon Kaye reported to the Board on those aspects of branch development which have been implemented. He suggested that further decisions be put on temporary hold, due to the present demands on the Board concerning the automation decision and the selection of a new Director. The Board agreed to postpone any further decisions on branch development and planning.

9. Approve a contract with the Indiana State Library for a Library Services and Construction Act grant of $33,144 for support of the Subregional library service for the blind and physically handicapped. Steve Fortriede explained that this grant funds our Talking Books department. The Board approved the contract.

10. Approve an application for distribution of Library Services and Construction Act funds through the Reciprocal Borrowing phase of the Indiana Public Library Resource Sharing Program. The Board approved the application.

11. Resolve to appeal rejection of our application for Library Services and Construction Act fund for retrospective conversion in the amount of $100,000. The Board resolved to appeal the rejection of our application for LSCA funds for retropsective conversion. A letter from Rae Gates was mailed to C. Ray Ewick of the Indiana State Library, requesting a hearing for review or recon-

sideration of the decision.

12. Automation update. Luana Stanley presented an update on the automation project. The Board will be asked to make a decision at the October meeting on whether or not to proceed with automation.

13. Report of financial consultant. Bernard Perry, of Municipal Consultants, Inc., appeared before the Board to give them an idea of possible procedures to be followed should the Board decide to automate.

14. Approval of the following salaried appointments:

Linda Michael	Readers' Services, Librarian	#362	Grade E	1.0 fte	$13,483.45
Susan Mungovan	Public/Branch and Bookmobile Services, Librarian-temporary position	#271	Grade E	1.0 fte	$13,483.45
Erik Mollberg	Television Services, Public Access Coordinator	#382	Grade E	1.0 fte	$15,263.83
Linda Fredrick	Business and Technology, Librarian	#301	Grade E	1.0 fte	$13,483.45

15. Approval of payment of the following bills: Steven Fortriede certified that the following bills are true and correct and are supported by invoices or other documentation:

September Accounts Payable	$160,772.52
Miscellaneous Checks (16 August - 31 August)	51,083.13
Miscellaneous Checks (1 September - 17 September)	62,511.83
Total	$274,367.48

The Board approved the payment of the bills.

16. Other business.

a. An invitation was presented to the Board from Sherri Mrozowski of the

New Haven Branch Library in honor of the 60th anniversary of the New Haven Branch Library.

b. A letter from Bill Doenges of the Downtown Service Center was presented to the Board. He requested a reduction in rent to $475 for 1986. The Board granted this reduction with the provision that the Board recognize the possibility that they may have to address this problem in the 1987 budget planning. Mr. Tazian abstained from voting in the matter.

17. Adjournment. The Board adjourned.

FS#010

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ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

	DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BORROW	LSCA RETROCON	PAYROLL FUND	ALL FUNDS
1984	JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
	JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
	FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
	MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
	APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
	MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
	JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
	JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
	AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
	SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67
	OCT 31	396,782.36	637.10	200.00	45,708.71	89,018.98	26,089.55	25.00	2,772.58	6,703.68	2,365.45	942.60	0.00	0.00	0.00	22,287.19	593,533.20
	NOV 30	789,701.96	1,212.10	200.00	145,708.71	89,018.98	25,989.55	100.00	2,772.58	2,421.02	2,365.45	852.76	0.00	0.00	0.00	50,947.26	1,111,290.37
	DEC 31	649,042.52	1,828.10	200.00	185,365.29	206,499.98	25,989.55	10.00	2,809.51	2,924.09	2,365.45	(1,049.10)	0.00	0.00	0.00	49,989.53	1,125,974.92
1985	JAN 31	338,884.12	1,236.10	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	2,934.06	0.00	1,053.62	0.00	0.00	0.00	21,743.54	581,341.22
	FEB 28	46,336.65	1,374.00	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	5,382.47	0.00	(561.96)	0.00	0.00	0.00	27,875.67	295,896.61
	MAR 31	69,024.81	1,139.00	500.00	10,377.79	192,313.98	0.00	10.00	2,846.11	6,666.54	0.00	612.87	10,925.00	4,454.00	(6,331.80)	0.00	292,538.30
	APR 30	(51,169.39)	921.00	866.25	10,377.79	192,313.98	0.00	95.00	2,846.11	6,214.15	0.00	(1,512.94)	0.00	4,454.00	(52,202.30)	0.00	113,203.65
	MAY 31	838,701.01	1,168.00	876.25	156,377.79	192,313.98	0.00	65.00	2,846.11	5,451.80	0.00	339.47	0.00	4,454.00	0.10	0.00	1,202,593.51
	JUN 30	902,526.82	1,514.00	888.25	192,992.27	192,313.98	0.00	55.00	2,883.60	5,410.61	0.00	961.72	0.00	4,454.00	0.10	0.00	1,304,000.35
	JUL 31	444,531.61	860.00	888.25	11,392.27	176,927.98	0.00	40.00	2,883.60	5,387.92	0.00	887.39	0.00	4,454.00	0.10	0.00	648,253.12
	AUG 31	250,763.74	1,405.00	888.25	24,392.27	176,927.98	0.00	125.00	2,883.60	5,690.47	0.00	934.24	0.00	4,454.00	0.10	0.00	468,464.65
	SEP 30																0.00
	OCT 31																0.00
	NOV 30																0.00
	DEC 31																0.00
1986	JAN 01																

FS#020

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ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

	DATE	SUMMIT BANK	CERTIFICATES OF DEPOSIT	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
1984	JAN 01	841,633.07		2,665.45	200.00	300.00		844,798.52
	JAN 31	314,920.52		2,665.45	200.00	300.00		318,085.97
	FEB 29	15,591.39		2,665.45	200.00	300.00	1,650.40	20,407.24
	MAR 31	594,052.13		2,700.56	200.00	300.00	2,507.65	599,760.34
	APR 30	848,710.03		2,700.56	200.00	300.00	1,511.65	853,422.24
	MAY 31	1,123,355.05		2,700.56	200.00	70.00	1,344.10	1,127,669.71
	JUN 30	829,541.32		2,736.14	200.00	50.00	1,313.65	833,841.11
	JUL 31	483,064.53		2,736.14	200.00	5.00	1,040.10	487,045.77
	AUG 31	159,173.62		2,736.14	200.00	75.00	1,256.10	163,440.86
	SEP 30	153,844.99		2,772.58	200.00	50.00	1,292.10	158,159.67
	OCT 31	589,898.52		2,772.58	200.00	25.00	637.10	593,533.20
	NOV 30	1,107,005.69		2,772.58	200.00	100.00	1,212.10	1,111,290.37
	DEC 31	1,121,127.31		2,809.51	200.00	10.00	1,828.10	1,125,974.92
1985	JAN 31	377,085.61	200,000.00	2,809.51	200.00	10.00	1,236.10	581,341.22
	FEB 28	91,503.10	200,000.00	2,809.51	200.00	10.00	1,374.00	295,896.61
	MAR 31	88,043.19	200,000.00	2,846.11	500.00	10.00	1,139.00	292,538.30
	APR 30	(91,524.71)	200,000.00	2,846.11	866.25	95.00	921.00	113,203.65
	MAY 31	997,638.15	200,000.00	2,846.11	876.25	65.00	1,168.00	1,202,593.51
	JUN 30	1,098,659.50	200,000.00	2,883.60	888.25	55.00	1,514.00	1,304,000.35
	JUL 31	443,581.27	200,000.00	2,883.60	888.25	40.00	860.00	648,253.12
	AUG 31	463,162.80	0.00	2,883.60	888.25	125.00	1,405.00	468,464.65
	SEP 30							0.00
	OCT 31							0.00
	NOV 30							0.00
	DEC 31							0.00
1986	JAN 01							0.00

STATEMENT OF EXPENDITURES--1985

S/A	DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
361	BUILDINGS-REPAIR	107,000.00	6,552.45	3,789.46	2,103.45	3,887.98	10,935.72	9,923.85					46,220.68	1.32	(46.51)	43.20	60,779.32
362	EQUIPMENT SERVICE	50,000.00	3,465.38	3,713.96	7,023.74	5,646.11	6,467.64	3,504.84					35,176.27	1.01	(38.82)	70.35	14,823.73
363	SERVICE ON CONTRACT	50,000.00	8,317.48	5,749.04	4,236.63	2,828.17	4,071.47	2,905.38					31,011.67	0.89	(78.45)	62.02	18,988.33
360	REPAIR & MAINTENANCE	207,000.00	18,335.31	13,252.46	13,363.82	12,362.26	21,474.83	16,334.07	0.00	0.00	0.00	0.00	112,408.62	3.21	(21.89)	54.30	94,591.38
371	BUILDING RENTAL	5,000.00	200.00	200.00	200.00	200.00	200.00	200.00					1,600.00	0.05	0.00	32.00	3,400.00
372	EQUIPMENT RENTAL	17,000.00	720.11	1,026.02	767.60	666.33	1,110.88	499.94					5,956.85	0.17	(18.03)	35.04	11,043.15
370	TOTAL RENT	22,000.00	920.11	1,226.02	967.60	866.33	1,310.88	699.94	0.00	0.00	0.00	0.00	7,556.85	0.22	(14.78)	34.35	14,443.15
391	DUES & MEMBERSHIPS	6,000.00	165.00	4,296.75	0.00	64.32	0.00	70.00					4,872.07	0.14	1,671.66	81.20	1,127.93
392	LOAN INTEREST	30,000.00	0.00	0.00	5,931.60	0.00	0.00	0.00					5,931.60	0.17	(50.05)	19.77	24,068.40
394	LIRF TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00			0.00
395	BINDERY SERVICES	35,000.00	2,929.29	2,496.95	1,200.22	5,341.29	1,111.37	1,460.41					17,590.86	0.50	24.87	50.26	17,409.14
396	COMPUTER SERVICES	66,000.00	10,661.70	5,023.23	7,220.34	8,286.45	9,023.76	10,834.79					54,967.64	1.57	91.63	83.28	11,032.36
397	PHOTOGRAPHIC SERVICES	3,000.00	432.21	856.52	215.90	856.89	492.05	949.26					4,669.39	0.13	1,030.63	155.65	(1,669.39)
398	PROPERTY TAXES	3,000.00	0.00	1,346.40	0.00	0.00	0.00	0.00					1,346.40	0.04	6.94	44.88	1,653.60
390	OTHER SERVICES	143,000.00	14,188.20	14,019.85	14,568.06	14,548.95	10,627.18	13,314.46	0.00	0.00	0.00	0.00	89,377.96	2.55	57.93	62.50	53,622.04
	OTHER SERVICES & CHARGES	984,500.00	87,816.39	80,515.57	79,858.48	67,327.03	78,781.63	77,356.82	0.00	0.00	0.00	0.00	575,359.98	16.44	8.08	58.44	409,140.02
440	FURNITURE & EQUIPMENT	95,269.00	45,797.39	1,825.70	13,685.05	21,518.41	1,821.23	2,365.00					88,939.31	2.54	64.40	93.36	6,329.69
451	BOOKS	776,000.00	45,911.33	54,751.50	75,680.86	68,059.20	85,347.86	87,648.76					489,742.45	14.00	32.70	63.11	286,257.55
452	PERIODICALS	202,900.00	6,300.60	3,715.60	14,974.84	729.02	6,035.07	4,996.11					46,797.78	1.34	(6.12)	23.06	156,102.22
453	NONPRINT MATERIALS	121,100.00	4,991.52	2,929.56	21,279.57	7,101.86	6,570.07	10,291.93					58,495.53	1.67	12.92	48.30	62,604.47
450	TOTAL LIBRARY MATERIAL	1,100,000.00	57,203.45	61,396.66	111,935.27	75,890.08	97,953.00	102,936.80	0.00	0.00	0.00	0.00	595,035.76	17.01	26.41	54.09	504,964.24
	TOTAL CAPITAL OUTLAYS	1,195,269.00	103,000.84	63,222.36	125,620.32	97,408.49	99,774.23	105,301.80	0.00	0.00	0.00	0.00	683,975.07	19.55	30.33	57.22	511,293.93
	TOTAL OPERATING FUND	5,806,218.00	446,796.92	401,130.97	561,625.46	447,517.39	488,707.26	460,437.55	0.00	0.00	0.00	0.00	3,498,875.54	100.00	11.13	60.26	2,307,342.46

FS8040

ALLEN COUNTY PUBLIC LIBRARY—OPERATING FUND
STATEMENT OF EXPENDITURES—1985

S/A	DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
112	SALARIED EMPLOYEES	2,297,300.00	162,242.93	163,369.78	245,685.19	162,477.44	160,817.90	156,502.42					1,375,015.30	39.30		59.85	922,284.70
115	HOURLY EMPLOYEES	503,900.00	38,245.71	37,854.11	57,619.27	42,556.48	41,542.30	41,810.45					335,892.89	9.60		66.66	168,007.11
117	SUMMER EMPLOYEES	83,100.00	42.25	0.00	3,545.94	20,461.90	23,611.15	22,599.09					70,260.33	2.01		84.55	12,839.67
119	TEMPORARY EMPLOYEES	0.00	2,144.99	3,327.19	2,208.68	2,194.73	3,206.84	2,619.72					18,606.76	0.53			(18,606.76)
110	TOTAL WAGES & SALARIES	2,884,300.00	202,675.88	204,551.08	309,059.08	227,690.55	229,178.19	223,531.68	0.00	0.00	0.00	0.00	1,799,775.28	51.44	8.37	62.40	1,084,524.72
121	EMPLOYER FICA	203,000.00	14,366.69	13,092.77	14,471.92	22,685.13	16,343.97	16,283.18					132,578.93	3.79	9.39	65.31	70,421.07
122	UNEMPLOYMENT COMP	8,000.00	330.98	421.07	1,072.00	643.00	192.00	191.00					3,715.05	0.11	(57.72)	46.44	4,284.95
123	EMPLOYER PERF	103,000.00	0.00	8,355.14	0.00	0.00	25,314.60	343.00					54,696.87	1.56	3.98	53.10	48,303.13
124	GROUP INSURANCE	174,149.00	15,634.72	7,677.98	17,771.19	9,625.42	7,874.23	15,707.14					96,513.19	2.76	27.13	55.42	77,635.81
120	TOTAL BENEFITS	488,149.00	30,332.39	29,546.96	33,315.11	32,953.55	49,724.80	32,524.32	0.00	0.00	0.00	0.00	287,504.04	8.22	11.22	58.90	200,644.96
	TOTAL PERSONAL SERVICES	3,372,449.00	233,008.27	234,098.04	342,374.19	260,644.10	278,902.99	256,056.00	0.00	0.00	0.00	0.00	2,087,279.32	59.66	8.76	61.89	1,285,169.68
212	PRINTING SUPPLIES	30,000.00	5,783.86	5,894.31	3,265.68	3,600.61	928.06	2,732.60					23,706.27	0.68	31.52	79.02	6,293.73
213	OFFICE STATIONERY	20,000.00	2,121.35	1,528.34	676.32	513.77	2,205.90	6,723.78					14,107.32	0.40	(13.75)	70.54	5,892.68
210	OFFICE SUPPLIES	50,000.00	7,905.21	7,422.65	3,942.00	4,114.38	3,133.96	9,456.38	0.00	0.00	0.00	0.00	37,813.59	1.08	9.98	75.63	12,186.41
221	CLEANING SUPPLIES	20,000.00	3,114.23	997.29	427.67	1,128.55	1,305.40	643.04					9,381.68	0.27	68.79	46.91	10,618.32
222	FUEL, OIL, & LUBRICANTS	40,000.00	3,313.29	2,773.04	1,020.53	1,157.50	1,080.22	2,106.05					15,186.40	0.43	(32.51)	37.97	24,813.60
223	OTHER SUPPLIES	95,000.00	7,281.81	10,706.85	5,838.46	12,127.41	23,249.55	6,816.15					74,547.42	2.13	52.79	78.47	20,452.58
220	OPERATING SUPPLIES	155,000.00	13,709.33	14,477.18	7,286.66	14,413.46	25,635.17	9,565.24	0.00	0.00	0.00	0.00	99,115.50	2.83	28.97	63.95	55,884.50
231	BUILDING SUPPLIES	33,000.00	60.75	297.25	1,371.55	735.56	2,679.05	1,840.71					7,208.46	0.21	(84.29)	21.84	25,791.54
233	REPAIR PARTS/SUPPLIES	16,000.00	1,296.13	1,097.92	1,172.26	2,874.37	(199.77)	860.60					8,123.62	0.23	(45.46)	50.77	7,876.38
230	MAINTENANCE SUPPLIES	49,000.00	1,356.88	1,395.17	2,543.81	3,609.93	2,479.28	2,701.31	0.00	0.00	0.00	0.00	15,332.08	0.44	(74.78)	31.29	33,667.92
	TOTAL SUPPLIES	254,000.00	22,971.42	23,295.00	13,772.47	22,137.77	31,248.41	21,722.93	0.00	0.00	0.00	0.00	152,261.17	4.35	(11.49)	59.95	101,738.83
311	CONSULTING SERVICES	20,000.00	6,781.53	5,835.36	3,569.59	2,104.89	2,222.22	6,999.27					27,752.06	0.79	38.73	138.76	(7,752.06)
312	BUILDING SERVICES	10,000.00	0.00	994.00	0.00	500.00	994.00	0.00					3,928.00	0.11	15.44	39.28	6,072.00
313	LEGAL SERVICES	4,000.00	362.50	0.00	1.00	39.00	182.00	0.00					734.00	0.02	2.66	18.35	3,266.00
314	OTHER PROFESSIONAL	3,500.00	205.60	5.00	255.00	247.60	541.00	410.00					1,848.71	0.05	(19.15)	52.82	1,651.29
310	PROFESSIONAL SERVICES	37,500.00	7,349.63	6,834.36	3,825.59	2,891.49	3,939.22	7,409.27	0.00	0.00	0.00	0.00	34,262.77	0.98	29.74	91.37	3,237.23
321	TELECOMMUNICATIONS	80,000.00	4,654.27	4,500.34	5,619.40	710.96	5,525.06	7,515.94					36,061.06	1.03	1.00	45.08	43,938.94
322	POSTAGE	48,000.00	5,413.28	363.14	5,255.66	5,230.59	5,660.57	5,393.39					32,806.80	0.94	62.35	68.35	15,193.20
323	TRAVEL EXPENSE	13,000.00	454.39	1,423.40	2,762.09	2,444.43	3,612.45	2,028.10					13,709.18	0.39	73.45	105.46	(709.18)
324	TRAINING & DEVELOPMENT	11,000.00	833.00	1,198.50	888.95	2,075.50	75.00	990.00					6,568.45	0.19	56.69	59.71	4,431.55
325	FREIGHT	300.00	60.60	70.00	0.00	126.52	0.00	0.00					299.25	0.01	(25.67)	99.75	0.75
320	COMMUNICATION SERVICES	152,300.00	11,415.54	7,555.38	14,526.10	10,588.00	14,873.08	15,927.43	0.00	0.00	0.00	0.00	89,444.74	2.56	30.75	58.73	62,855.26
331	ADVERTISING	2,200.00	16.00	366.95	309.95	0.00	40.00	66.20					1,296.40	0.04	181.43	58.93	903.60
332	OUTSIDE PRINTING	1,500.00	674.50	1,224.12	4,766.43	213.05	276.57	(4,395.61)					3,205.48	0.09	325.63	213.70	(1,705.48)
330	PRINTING & ADVERTISING	3,700.00	690.50	1,591.07	5,076.38	213.05	316.57	(4,329.41)	0.00	0.00	0.00	0.00	4,501.88	0.13	270.90	121.67	(801.88)
342	INSURANCE	38,000.00	(40.00)	0.00	971.00	909.00	30.00	0.00					2,110.00	0.06		5.55	35,890.00
340	TOTAL INSURANCE	38,000.00	(40.00)	0.00	971.00	909.00	30.00	0.00	0.00	0.00	0.00	0.00	2,110.00	0.06	60.33	5.55	35,890.00
351	UTILITIES-NATURAL GAS	93,000.00	11,315.12	15,841.57	3,835.28	1,263.63	323.14	1,541.62					54,193.71	1.55	(0.76)	58.27	38,806.29
352	UTILITIES-ELECTRIC	274,000.00	22,975.05	19,399.20	22,560.98	22,463.96	24,977.09	25,323.49					175,651.19	5.02	7.39	64.11	98,348.81
353	UTILITIES-WATER	7,000.00	379.39	286.79	37.25	650.39	523.74	613.78					2,958.76	0.08	(9.28)	42.27	4,041.24
354	WASTE DISPOSAL	7,000.00	287.54	508.87	126.42	569.97	385.90	522.17					2,893.50	0.08	(31.13)	41.34	4,106.50
350	UTILITY SERVICES	381,000.00	34,957.10	36,036.43	26,559.93	24,947.95	26,209.87	28,001.06	0.00	0.00	0.00	0.00	235,697.16	6.74	4.46	61.86	145,302.84

FS#040

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

S/A	DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
361	BUILDINGS-REPAIR	107,000.00	6,552.45	3,789.46	2,103.45	3,887.98	10,935.72	9,923.85					46,220.68	1.32	(46.51)	43.20	60,779.32
362	EQUIPMENT SERVICE	50,000.00	3,465.38	3,713.96	7,023.74	5,646.11	6,467.64	3,504.84					35,176.27	1.01	(38.82)	70.35	14,823.73
363	SERVICE ON CONTRACT	50,000.00	8,317.48	5,749.04	4,236.63	2,828.17	4,071.47	2,905.38					31,011.67	0.89	(78.45)	62.02	18,988.33
360	REPAIR & MAINTENANCE	207,000.00	18,335.31	13,252.46	13,363.82	12,362.26	21,474.83	16,334.07	0.00	0.00	0.00	0.00	112,408.62	3.21	(21.89)	54.30	94,591.38
371	BUILDING RENTAL	5,000.00	200.00	200.00	200.00	200.00	200.00	200.00					1,600.00	0.05	0.00	32.00	3,400.00
372	EQUIPMENT RENTAL	17,000.00	720.11	1,026.02	767.60	666.33	1,110.88	499.54					5,956.85	0.17	(18.03)	35.04	11,043.15
370	TOTAL RENT	22,000.00	920.11	1,226.02	967.60	866.33	1,310.88	699.54	0.00	0.00	0.00	0.00	7,556.85	0.22	(14.78)	34.35	14,443.15
391	DUES & MEMBERSHIPS	6,000.00	165.00	4,296.75	0.00	64.32	0.00	70.00					4,872.07	0.14	1,671.66	81.20	1,127.93
392	LOAN INTEREST	30,000.00	0.00	0.00	5,931.60	0.00	0.00	0.00					5,931.60	0.17	(50.05)	19.77	24,068.40
394	LIRF TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00			0.00
395	BINDERY SERVICES	35,000.00	2,929.29	2,496.95	1,200.22	5,341.29	1,111.37	1,460.41					17,590.86	0.50	24.87	50.26	17,409.14
396	COMPUTER SERVICES	66,000.00	10,661.70	5,023.23	7,220.34	8,286.45	9,023.76	10,834.79					54,967.64	1.57	91.63	83.28	11,032.36
397	PHOTOGRAPHIC SERVICES	3,000.00	432.21	856.52	215.90	856.89	492.05	949.26					4,669.39	0.13	1,030.63	155.65	(1,669.39)
398	PROPERTY TAXES	3,000.00	0.00	1,346.40	0.00	0.00	0.00	0.00					1,346.40	0.04	6.94	44.88	1,653.60
390	OTHER SERVICES	143,000.00	14,188.20	14,019.85	14,568.06	14,548.95	10,627.18	13,314.46	0.00	0.00	0.00	0.00	89,377.96	2.55	57.93	62.50	53,622.04
	OTHER SERVICES & CHARGES	984,500.00	87,816.39	80,515.57	79,858.48	67,327.03	78,781.63	77,356.82	0.00	0.00	0.00	0.00	575,359.98	16.44	8.08	58.44	409,140.02
440	FURNITURE & EQUIPMENT	95,269.00	45,797.39	1,825.70	13,685.05	21,518.41	1,821.23	2,365.00					88,939.31	2.54	64.40	93.36	6,329.69
451	BOOKS	776,000.00	45,911.33	54,751.50	75,680.86	68,059.20	85,347.86	87,648.76					489,742.45	14.00	32.70	63.11	286,257.55
452	PERIODICALS	202,900.00	6,300.60	3,715.60	14,974.84	729.02	6,035.07	4,996.11					46,797.78	1.34	(6.12)	23.06	156,102.22
453	NONPRINT MATERIALS	121,100.00	4,991.52	2,929.56	21,279.57	7,101.86	6,570.07	10,291.93					58,495.53	1.67	12.92	48.30	62,604.47
450	TOTAL LIBRARY MATERIAL	1,100,000.00	57,203.45	61,396.66	111,935.27	75,890.08	97,953.00	102,936.80	0.00	0.00	0.00	0.00	595,035.76	17.01	26.41	54.09	504,964.24
	TOTAL CAPITAL OUTLAYS	1,195,269.00	103,000.84	63,222.36	125,620.32	97,408.49	99,774.23	105,301.80	0.00	0.00	0.00	0.00	683,975.07	19.55	30.33	57.22	511,293.93
	TOTAL OPERATING FUND	5,806,218.00	446,796.92	401,130.97	561,625.46	447,517.39	488,707.26	460,437.55	0.00	0.00	0.00	0.00	3,498,875.54	100.00	11.13	60.26	2,307,342.46

MISCELLANEOUS INCOME SUMMARY--1985

G/L#	S/A#	DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	YTD%	V% 1984
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	0.00	9,000.00	4,464.04	0.00	13,000.00					26,464.04	0.78	38.43
10	5102	BOND-PROPERTY	0.00	0.00	0.00	0.00	137,000.00	29,398.86	0.00	0.00					166,398.86	4.91	12.13
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,751.58	0.00	0.00					2,751.58	0.08	0.81
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00	
		BOND-TOTAL	0.00	0.00	0.00	0.00	146,000.00	36,614.48	0.00	13,000.00	0.00	0.00	0.00	0.00	195,614.48	5.78	14.90
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	0.00	122,000.00	61,461.92	0.00	182,000.00					365,461.92	10.79	40.47
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	0.00	1,873,000.00	394,365.42	0.00	0.00					2,267,365.42	66.97	12.28
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,493.11	0.00	0.00					37,493.11	1.11	0.94
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00	
		OPERATING-TOTAL	0.00	0.00	0.00	0.00	1,995,000.00	493,320.45	0.00	182,000.00	0.00	0.00	0.00	0.00	2,670,320.45	78.87	15.26
		LOCAL TAX REVENUES	0.00	0.00	0.00	0.00	2,141,000.00	529,934.93	0.00	195,000.00	0.00	0.00	0.00	0.00	2,865,934.93	84.65	15.24
11	5111	PHOTOCOPYING FEES	6,593.48	7,029.97	8,225.00	9,190.47	7,975.38	7,009.17	9,199.17	7,999.25					63,221.89	1.87	(1.11)
12	5121	EXTENDED USE FEES	8,881.33	7,771.11	7,927.12	8,776.62	9,920.13	8,169.45	8,348.11	7,651.80					67,445.67	1.99	12.50
13	5131	GRANTS	3,993.00	0.00	61,435.00	0.00	61,901.00	2,621.00	4,884.00	2,048.00					136,882.00	4.04	28.61
14	5141	PARKING LOTS	6,986.07	9,285.06	9,210.77	9,571.90	9,118.74	9,138.36	9,166.67	9,166.67					71,644.24	2.12	28.74
15	5151	RENT--TRI-ALSA	916.06	908.16	1,035.25	832.82	953.36	993.51	898.90	1,772.82					8,310.88	0.25	23.59
15	5152	RENT--SERVICE CENTER	825.00	825.00	825.00	825.00	825.00	825.00	825.00	825.00					6,600.00	0.19	(10.20)
15	5153	RENT--OTHER	20.00	30.00	60.00	70.00	10.00	125.00	20.00	10.00					345.00	0.01	(47.29)
		TOTAL RENT	1,761.06	1,763.16	1,920.25	1,727.82	1,788.36	1,943.51	1,743.90	2,607.82	0.00	0.00	0.00	0.00	15,255.88	0.45	3.58
16	5161	GIFTS-UNRESTRICTED	45.10	62.96	2.30	19.13	13.50	1.45	27.71	14.51					186.66	0.01	(46.87)
16	5162	GIFTS-GENEALOGY CLASS	0.00	0.00	1,440.00	0.00	0.00	0.00	0.00	0.00					1,440.00	0.04	(40.00)
16	5163	GIFTS-RESTRICTED	0.00	20.00	55.00	46.12	45.53	156.25	15.00	306.00					643.90	0.02	(94.66)
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00	
		TOTAL GIFTS	45.10	82.96	1,497.30	65.25	59.03	157.70	42.71	320.51	0.00	0.00	0.00	0.00	2,270.56	0.07	(84.67)
17	5171	INTEREST	5,826.59	3,665.95	1,346.74	4,371.92	7,510.14	1,521.09	12,678.32	5,075.22					41,995.97	1.24	(11.94)
18	5181	SUBSCRIPTION CARDS	180.00	160.00	140.00	280.00	101.50	120.00	160.00	60.00					1,201.50	0.04	33.50
19	5191	CABLE ACCESS REVENUE	0.00	0.00	0.00	44,283.28	0.00	0.00	171.00	0.00					44,454.28	1.31	
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	431.78					1,431.78	0.04	43.18
19	5193	MILEAGE	111.84	55.20	49.20	49.20	49.20	49.20	0.00	0.00					363.84	0.01	(19.21)
19	5194	ACPL PUBLICATIONS	14.00	4.00	31.00	104.50	0.40	11.00	11.60	15.00					191.50	0.01	(33.75)
19	5195	RESEARCH SERVICES	483.40	391.06	432.90	384.46	302.04	365.51	308.70	532.81					3,200.88	0.09	89.87
19	5196	EQUIPMENT DAMAGES	357.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00					357.88	0.01	
19	5197	PAY PHONES	23.35	37.24	46.91	71.66	46.30	12.94	36.88	31.21					306.49	0.01	27.92
19	5198	LOST/DAMAGED MATERIAL	155.77	697.24	530.29	725.51	873.82	744.67	406.22	801.94					4,935.46	0.15	421.13
19	5199	REFUNDS	291.75	293.79	232.35	3,567.28	270.92	72.22	97.51	1.69					4,827.51	0.14	168.06
19	5201	INTERGOVERNAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51,700.12					51,700.12	1.53	(26.32)
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00	0.00	
19	5205	INSURANCE CLAIMS	0.00	0.00	0.00	611.00	0.00	0.00	307.00	0.00					918.00	0.03	192.78
19	5300	OTHER INCOME	232.43	166.64	4,636.98	261.29	132.41	275.94	1,188.20	253.28					7,147.17	0.21	331.96
		TOTAL OTHER INCOME	1,670.42	1,645.17	5,959.63	50,058.18	1,675.09	2,531.48	2,527.11	53,767.83	0.00	0.00	0.00	0.00	119,834.91	3.54	52.56
		NON-TAX TOTALS	35,937.05	31,403.38	97,661.81	84,042.16	100,049.37	33,211.76	48,749.99	88,697.10	0.00	0.00	0.00	0.00	519,752.62	15.35	17.42
		TOTAL INCOME	35,937.05	31,403.38	97,661.81	84,042.16	2,241,049.37	563,146.69	48,749.99	283,697.10	0.00	0.00	0.00	0.00	3,385,687.55	100.00	15.57

EN COUNTY
LIC LIBRARY
EBSTER STREET
WAYNE, INDIANA
2: (219) 424-7241
ADDRESS: BOX 2270
WAYNE, INDIANA 46801

. Ashton
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AGENDA ITEM 4
Requested Action: Approve Fund Transfer

NEED

The Allen County Public Library, given the periodic nature of local tax distributions, experiences cash flow problems every spring and fall. 1985 is no exception.

SOLUTION

IC 20-14-3-8 allows public libraries to borrow money from themselves as well as from outside sources. It is recommended that you approve the transfer of the full balance of both the bond and LIRF funds, $24,392.27 and $176,927.98 respectively, to the Operating Fund. This authorization would be effective 26 September 1985 and repayment would occur no later than 30 November 1985.

AMERICAN LIBRARY TRUSTEE ASSOCIATION
A DIVISION OF THE
AMERICAN LIBRARY ASSOCIATION
50 EAST HURON STREET · CHICAGO, ILLINOIS 60611 · (312) 944-6780

August 23, 1985

Board of Trustees
Allen Cty. Publ Lib.
P.O. Box 2270
Ft. Wayne, IN 46801

Dear Board of Trustees:

It is with pleasure that I welcome you as an Affiliate of the American Library Trustee Association (ALTA) for 1985. Your taking this step is indicative of the seriousness and conscientiousness with which you view your positions as library trustees.

Our aim, then, is to afford you with a link whereby you will be kept apprised of issues and concerns pertinent to library trusteeship. You will be receiving a Trustee Packet and a subscription to the "Trustee Digest" within thirty days. In addition, we will be available to respond to your written or telephone inquiries.

The enclosed Certificate verifies your affiliation status.

WELCOME!

Sincerely,

Sharon Jordan

Sharon Jordan
ALTA Program Officer

enclosures

AGREEMENT BETWEEN THE ALLEN COUNTY PUBLIC LIBRARY AND TRI-ALSA

This is an agreement, made this 26th day of September 1985 by and between the Area Three Area Library Services Authority, hereinafter referred to as "Tri-ALSA" and the Allen County Public Library, hereinafter referred to as "Library."

RECITALS

The Library hereby agrees to provide Tri-ALSA with certain office space and certain services for the purpose of Tri-ALSA's carrying on its owrk as an area library services authority. The said space and services shall be made available at the Library's facilities at 900 Webster Street, Fort Wayne, Indiana.

In consideration for said office space and those services enumerated herein, Tri-ALSA agrees to make monthly payments to said library and to pay all expenses enumerated herein. Tri-ALSA further agrees to adhere to and abide by the operating policies of the Library and to provide certain services to the Library.

TERM AND RENEWAL

This agreement is to run for a term of one (1) year from 1 October 1985 to and including 30 September 1986. This agreement shall be renewable only upon such terms as are acceptable to both parties.

SPACE

The Library agrees to furnish Tri-ALSA with approximately 600 square feet of office space in the sub-basement of the building. The Library agrees to furnish a minimum amount of office furniture for this space. The Library agrees to permit Tri-ALSA staff access to this space during the same hours when the Library building is open for Library staff access. The Library agrees to provide necessary heat, light, cooling, ventilation, security, maintenance, housekeeping, necessary to the conduct of Tri-ALSA's business.

TELEPHONE

The Library agrees to permit the installation of necessary telephones in the Tri-ALSA office area. Installation shall be at Tri-ALSA's expense. Operation of these telephones shall be at Tri-ALSA's expense.

USE OF LIBRARY COLLECTION

The Library agress to give Tri-ALSA access to the Library's entire collection of books and other library materials, for the purpose of making inter-library loans

and providing information in response to reference questions. Access to and use of the Library's collection will be subject to normal rules and operating procedures of the Library.

OTHER SERVICES

The Library agrees to provide Tri-ALSA use of Library photocopying machines. Tri-ALSA also agrees to permit Library use of Tri-ALSA photocopying equipment. The Library agrees to deliver mail and United Parcel packages to and from appropriate depots for Tri-ALSA. The Library also agrees to provide access to the OCLC terminal located in the Readers' Services Department for the purpose of bibliographic searching. Use of this terminal shall be primarily restricted to those hours when the Library is not open to the public.

INTER-LIBRARY LOANS

Tri-ALSA agrees to process all incoming inter-library loan requests addressed to Tri-ALSA. The Library agrees to process all incoming inter-library loan requests addressed to the Library. Tri-ALSA agrees to be responsible for the completion of outgoing inter-library loan requests on behalf of Allen County Public Library patrons, including direct borrowing from other libraries, borrowing via the OCLC system, and use of ALA inter-library loan forms.

PAYMENTS AND CHARGES

For rental of space and use of the Library collection, Tri-ALSA shall pay to the Library the sum of $535 monthly, due and payable on the first day of every month during the term of the contract.

For use of the OCLC terminal, Tri-ALSA shall pay to the Library one half of the monthly maintenance charges for one terminal and fees as set by OCLC, Inc. for transactions performed by Tri-ALSA, due and payable on the first day of every month during the term of this contract. Tri-ALSA will pay OCLC system charges for Allen County Public Library inter-library loans, up to a maximum of $3000.

For use of Library photocopying machines, Tri-ALSA shall pay the Library 5¢ per copy. For use of Tri-ALSA photocopying machines, the Library shall pay Tri-ALSA 5¢ per copy. The two parties shall make payment for copies at the end of every month during the term of this contract.

IN WITNESS WHEREOF, on the date set forth above, the following parties have caused this agreement to be executed.

Rae Gates

Rae Gates, President
Board of Library Trustees
Allen County Public Library

26 September 1985
Date

Sheldon Kaye

Area Three Area Library Services Authority

Sept. 20, 1985
Date

EN COUNTY
LIC LIBRARY
EBSTER STREET
WAYNE, INDIANA
2: (219) 424-7241
ADDRESS: BOX 2270
AYNE, INDIANA 46801

Ashton
ector

AGENDA ITEM 7
Requested Action: Receive Report and Award Contract for Purchase of a Telephone System

We recommend that the Board accept the bid of KLF, Inc. and award to KLF a contract for the purchase of a telephone system for the Main Library at a price of $60,593.79.

A price comparison chart and typical features list are attached.

We received five bids, one of which did not include any materials which would allow us to evaluate the proposed system. The A T & T bid was received a few minutes after the 3:00 p.m. deadline and does not constitute a legal bid unless the Board should decide to waive formalities of bidding.

Our evaluation was that any of the four proposed systems would be a substantial improvement over the current situation and that the features available would provide cost savings, service enhancements, and other benefits beyond simply an operable telephone system. One of these benefits is a capability to record the details of toll calls and other system performance data which will help assign or control toll charges. It may also be used to determine the need for special telephone instruments, most efficient common carriers, and to provide other data to improve system performance. Another benefit we weighted heavily was the opportunity to replace the existing wiring which has been added to, spliced, re-routed, and abandoned over the years with new cable. This will clean out crowded conduits, simplify later changes, make room for data transmission cables, and possibly transmit data in an automated environment should we decide to do so.

Of the two lowest bids, we felt that the KLF proposal offered the best balance of responses to current needs and to any of several likely future developments. Taking into account the values of new wiring suggested by A T & T and GTE ($4000 and $3375 respectively), the KLF bid is the lowest submitted.

We judged that KLF had the more attractive data expansion capability with a lower unit cost than GTE at the most likely level to which we would develop data capabilites. KLF's maintenance charges after the

warranty year are approximately seventy dollars per month less than those of the next lowest bidder. We were also very favorably impressed with KLF's proposed training program.

	A T & T	Executone	GTE	KLF
Bid Price	$67,691.23	$71,979.00	$51,703.00	$59,993.79
New Wire	4,000.00	included	3,375.00	included
Call Detail Recording	included	included	6,080.00	600.00
Total Price	$76,691.23	$71,979.00	$61,158.00	$60,593.79

Full Features List and Specifications

Capacity (Typical Configuration): 208 lines, 40 trunks, two consoles, 512K memory. Many other configurations possible.
Consoles: 2 maximum.
Traffic Capacity: At 208 lines, 40 trunks, with 80% trunk traffic: 14 CCS/line.
System Technology: Stored program control, digital transmission (PCM).
Size: 71" (180 cm) high by 36" (91 cm) wide by 28" (71 cm) deep.
Primary Power: 115 Vac + 10%, −15%, 60Hz ± 2Hz, or 48 Vdc + 17%, −8%.
Weight: Approximately 650 lbs.

Standard System Features:
- Automatic error-correcting memory
- Automatic software loading from floppy disk
- Auxiliary equipment access
- CCSA access
- COM Groups
- Direct Outward Dialing
- Distinctive ringing
- Distribution groups
- DTMF-to-dial-pulse conversion
- Expanded Traffic measurement capability
- Feature usage statistics
- Flexible station numbering (up to 4-digit extensions)
- Hunt Groups
- Key system features with 3-pair cabling using Key Telephone Adapter
- Message Waiting
- Multiple trunk groups (up to 16)
- Music Camp-on
- Night Service—fixed
- Off-premise extensions
- Paging access
- Pick-up Groups
- Remote administration, maintenance, diagnostics
- Self-test and fault isolation
- Station Hunting
- Station Release with howler
- System Forwarding on *busy* and *no-answer*
- Toll Restriction (table driven)
- Universal Night Answer
- Voice band data transmission to 4800 bps

Optional System Features:
- ACD Agent Monitoring
- Automatic Call Distribution
- Automatic Facilities Testing (AFACTS)
- Automatic Network Dialing
- AUTOVON
- Call Detail Recording (outward and/or inward; on a printer, a floppy disk, or magnetic tape)
- Call Queuing (Callback and Standby)
- CBX Management Reporter II
- Centralized Attendant Service—Branch
- Code Call
- Data communications
- DC power option
- Direct Inward Dialing
- Direct Inward System Access
- Forced Authorization Codes
- Intercom blocking access
- Message registration
- PhoneMail
- Power fail transfer
- Prefix outpulsing
- Recorded announcements/ intercept
- ROLM Analysis Center (RAC) for analysis and reports
- ROLM Insite CallCost Manager
- Route Optimization
- Satellite Operations
- Tie lines
- TTY/CRT interface
- T1/D3 support
- X.25 packet switching support

Standard Attendant Features:
- Alphanumeric displays
- Automatic Recall
- Busy verification
- Camp-on Busy
- Conference calls
- Control of station restrictions
- Control of trunk group access
- Digital clock
- Direct Paging Access
- Emergency trunk override
- Fast digital pushbutton dialing
- Hold—Automatic
- Intercept
- Serial calls
- Switched loop operation
- System alarm indication
- System Speed calling
- System-wide cancellation of Forward and Do Not Disturb
- Through dialing
- Tone ringing
- Trunk-to-trunk connection
- Two-way splitting

Standard Station Features:
- Add-on Conference
- Automatic Callback
- Call Forwarding
- Call Hold
- Call Pick-up
- Call Transfer
- Call-Waiting tone
- Camp-on
- Class of Service (16)
- Consultation Hold
- Do Not Disturb
- Executive Override
- Group Pick-up
- Private Call
- Save and Repeat number dialed
- Speed Call (System and Station)
- Trunk Answer from any station

CERTIFICATE OF RESOLUTION

I, Zohrab K. Tazian, do hereby certify that I am the Secretary
(Type Name)
of Allen County Public Library, a municipal corporation duly organized and existing under and by virtue of the Laws of the State of Indiana;

I further certify that a regular/special meeting of the members of the Board of said municipal corporation, duly called held and convened in conformity with the Charter and By Laws of said municipal corporation, on the 26th day of September, 19 85, a quorum being present and voting thereon, the following resolution was duly adopted, to-wit:

1. Approval of the contract by Allen County Public Library
(Board)

2. Rae Gates and Steven Fortriede are hereby authorized to execute the contract for and on behalf of Allen County
(Board)
Public Library.

I further certify that the foregoing resolution is a full, true, and complete copy as the same appears of record in the Minute Record Book of said municipal corporation of which I am the legal custodian; that the same has not been altered, amended or repealed and is now in full force and effect.

In Witness Whereof, I have hereunto set my hand for said municipal corporation this 26th day of September, 19 85.

Zohrab K. Tazian
(Signature Zohrab K. Tazian Secretary

State of Indiana)
) SS:
County of Allen)

Subscribed and Sworn to before me, a Notary Public this 26th day of September, 19 85.

Katherine W. Smith
(Signature) Notary Public

Katherine W. Smith
Printed Name

My Commission Expires: 11 February 1989

County of Residence: Allen

GRANT FOR SUPERVISION OF LOCAL AGENCIES

UNDER LIBRARY SERVICES AND CONSTRUCTION ACT AS AMENDED

THIS AGREEMENT, made and executed this 26th day of September, 1985 by and between Indiana State Library, herein referred to as State, and Allen County Public Library, Grantee, whose address is 900 Webster St., P. O. Box 2270, Fort Wayne, Indiana 46801.

WITNESSETH THAT:

WHEREAS, The Congress of the United States has enacted the Library Services and Construction Amendments to assist the States in the extension and improvement of public library services in areas of the States which are without such services or in which such services and inadequate, in the improvement of such other State Library services as library services for physically handicapped, institutionalized and disadvantaged persons, in strengthening State Library administrative agencies; in promoting interlibrary cooperation among all types of libraries, and in strengthening major urban resource libraries;

WHEREAS, by the terms of section 6 of the Act any State desiring to receive its allotment for any purpose under this Act for any fiscal year shall (1) have in effect for such fiscal year a basic State plan which shall provide for the administration, or supervision of the administration, of the programs authorized by this Act by the State Library administrative agency; and (2) submit an annual program describing the specific activities to be carried out annually for which allotments are desired;

WHEREAS, it is the wish and intent of the parties to this agreement that the Grantee administer certain functions, hereinafter described, as part of the required State plan to be developed by the State, and,

THEREFORE, the Grantee will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations thereunder, to the end that, no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise be subjected to discrimination under any program or activity for which the Applicant received federal financial assistance.

The Grantee will comply with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683) and the regulations thereunder, to the end that, no person in the United States shall, on the basis of sex, be excluded from participation under any education program or activity receiving Federal financial assistance.

The Grantee will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the regulations thereunder, to the end that, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Grantee will comply with the Age Discrimination Act (42 U.S.C. 6101 et set.) and the regulations thereunder, to the end that, no person in the United States shall be discriminated against on the basis of age in programs or activities receiving Federal financial assistance. Pursuant to IC 22-9-1-10 the Grantee, and its subcontractors if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Grant, with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of his race, religion, color, sex, handicap, national origin or ancestry. Breach of this covenant may be regarded as a material breach of Grant.

INDEMNIFICATION: The Grantee agrees to indemnify, defend and hold harmless the State of Indiana, and its agents, officers, and employees from all claims and suits including court costs, attorney's fees, and other expenses, caused by any act or omission of the Grantee and/or subcontractors, if any.

This Grant is authorized pursuant to IC 5-19-1, IC 4-23-7.1 and other laws pertaining to local and district library systems including inter alia, IC 20-14.

It is mutually understood and agreed that the Grantee will administer the following described functions under the State plan:

Receive and disburse money for the period October 1, 1985 to September 30, 1986 to provide library services to the blind and phy sically handicapped. The Allen County Public Library is a subregional library serving the following counties: Adams, Allen, Dekalb, Huntington, Noble, Steuben, Wells, and Whitley. This grant in the amount of $33,144 for salaries and benefits, contractual and other services, equipment, and materials is to cover Fiscal Year 1986, depending upon the availability of Library Services and Construction Act funds.

IT IS FURTHER mutually understood and agreed that the administration of the above-described program will be supervised by the State, and that such supervision will be exercised as follows:

1. By requiring submission of reports at reasonable intervals from Grantee
2. By requiring submission of lists of equipment or other property purchased by Grantee pursuant to this Grant.
3. By requiring consultation with State Library personnel by Grantee.

AND IT IS FURTHER mutually understood and agreed that the State may furnish consultant service, advisory services and money grants in such sums as may be determined by the State.

AND IT IS FURTHER mutually understood and agreed that any funds paid under the Library Services and Construction Act which have been lost or diverted from the purpose for which they were paid will be refunded to the State.

AND IT IS FURTHER mutually understood and agreed that demonstration budget plans will be reviewed every six months, and that any balance which has accumulated because of unavoidable delays in putting the attached plan into operation will be deducted from the funds to be paid for the operation of the plan in the next six-month period; or, if in the determination of the State, the expenditure of the accumulated balance is needed to meet a condition not foreseen at the inauguration of the plan, the balance will be added to the funds to be paid in the following six-month period.

AND IT IS FURTHER mutually understood and agreed that the Grantee shall comply with the reasonable supervisory requirements of the State as described above and with all other provisions of this Grant; and for breach in any material respect, any property acquired hereunder shall revert to the State.

IN WITNESS WHEREOF, Indiana State Library and Allen County Public Library have caused this agreement to be executed this 26th day of September, 1985.

Indiana State Library

By_____

Director - Charles Ray Ewick

Grantee: Allen County Public Library
(Type Name)

By Steven Fortriede
Director or Board Member

By Rae Gates
President

Steven C. Fortriede, Acting Director
(Type Name)

Rae Gates, President
(Type Name)

Date 26 September 1985

Date 26 September 1985

Orval D. Lundy,
Commissioner, Dept. of Administration

Date

Kenneth V. Kobe,
Director, State Budget Agency

Date

Linley E. Pearson,
Attorney General of Indiana

Date

THIS INSTRUMENT PREPARED BY: Robin Scheeffer, LSCA Fiscal Coordinator, Extension Division, Indiana State Library.

NON COLLUSION AFFIDAVIT

STATE OF INDIANA)
) SS:
COUNTY OF ALLEN)

The undersigned, being duly sworn on oath says, that he is the contracting party, or that he is the representative, agent, member, or officer of the contracting party, that he has not, nor has any other member, employee representative, agent, or officer of the firm, company corporation or partnership represented by him, directly or indirectly, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he has not received or paid, any sum of money or other consideration for the execution of the annexed contract other than that which appears upon the face of the contract.

Steven Fortriede
Signature

Steven C. Fortriede
Printed name

Acting Director
Title

Allen County Public Library
Company

Before me, a Notary Public in and for said County and State personally appeared Steven C. Fortriede, who acknowledged the truth of the statements in the foregoing affidavit on this 26TH day of September, 1985.

Katherine W. Smith
Notary Public

Residence County:

Allen

Katherine W. Smith
Print Name

My commission expires:

11 February 1989

Fiscal Year 1986

Application

Reciprocal Borrowing

The Allen County Public Library
(Legal Name)

does hereby apply for the distribution of LSCA funds through the Reciprocal Borrowing phase of the Indiana Public Library Resource Sharing Program and meets the following requirements:

	YES	NO
1. The library is a public library under Indiana law.	X	
2. The library is a member of an ALSA.	X	
3. The library has signed the Reciprocal Borrowing Covenant.	X	
4. Agrees to complete reports as required by the Indiana State Library.	X	
5. Agrees that transaction fees will not be charged for filling interlibrary loan requests from libraries within Indiana; other than charges based upon annual reference referral contracts, reimbursement for actual photocopy costs, and reimbursement for cost usually incurred as postage or freight.	X	

The undersigned hereby certifies the above statements.

26 September 1985
(Date)

Steven Fortriede
Steven C. Fortriede, Acting Director — Librarian

26 September 1985
(Date)

Rae Gates
Rae Gates — President, Board of Trustees

AGENDA ITEM 10
Requested action: Receive report

STEPS IN THE BONDING PROCESS

APPROXIMATE TIME	RESPONSIBILITY/ACTIVITY
29 Aug 85 BLT Mtg	BLT -- Pass resolution to retain financial and bonding consultants
Sep 85	Staff -- Work with consultants to prepare financial and bonding information
26 Sep 85 BLT Mtg	BLT -- Receive report from financial and bonding consultants
24 Oct 85 BLT Mtg	BLT -- Pass resolution to automate -- Pass resolution to circulate bonding petition
Nov 85	Staff -- Circulate bond petition
26 Nov 85 BLT Mtg	BLT -- Receive bonding petition as satisfactory -- Pass resolution stating Intent to Bond for Automation and set maximum interest rate for bonds -- Set date for public hearing on Resolution of Intent to Bond for Automation -- Pass preliminary resolution for additional appropriation -- Set date for public hearing on additional appropriation resolution -- Resolve to petition to State Board of Tax Commissioners for permission to incur debt
27 Nov 85	Staff -- File bond petition with County Auditor -- File petition for permission to incur debt with State Board of Tax Commissioners
2 Dec 85	Staff -- First publication and posting of Intent to Bond for Automation -- First publication and posting of additional appropriation resolution
3 Dec 85	Public -- Remonstrance period begins (45 days) -- Objection period begins (15 days)

9 Dec 85	Staff	-- Second publication of Intent to Bond for Automation -- Second publication of additional appropriation and bond resolution
11 Dec 85	BLT	-- Public hearing on Intent to Bond for Automation -- Public hearing on additional appropriation
13 Dec 85	Public	-- End of objection period
17 Jan 86	Public County auditor	-- End of remonstrance period -- Certifies petition
18 Jan 86	Staff	-- File bond petition and Proposed Order to Bond with State Board of Tax Commissioners -- Issue Request for Proposal for Integrated Automation System -- Notify Local Tax Control Board of additional appropriation and bond resolution

EN COUNTY
LIC LIBRARY
EBSTER STREET
WAYNE, INDIANA
2: (219) 424-7241
ADDRESS: BOX 2270
AYNE, INDIANA 46801

Ashton
ector

AGENDA ITEM 11
Requested Action: Adoption of Resolution

Resolved: That the Board appeal for review of the action of the Indiana State Library and Historical Board in rejecting the application of the Board for funding of the retrospective conversion project and that the Acting Director be instructed to pursue the appeal process to a conclusion.

AGENDA ITEM 12
Requested Action: Receive report

During the month of September the pace of groups working on automation within the Library accelerated dramatically.

The Study Groups were again contacted for any final revisions to the requirements for the subsystems of the integrated automated system. These requirements will become part of our Request for Proposal should the Board approve the staff's request for automation at the October meeting.

Janet Hartzell and I worked on models for retrospective conversion, estimating costs and benefits for each model. The purpose of developing the models is to determine the most efficient and cost effective way to accomplish this very large task and also to assure ourselves enough money has been allotted to that portion of the automation budget.

Steve Fortriede and I met with Bernard Perry, our financial consultant, to discuss the automation project and to give him information which he needed to evaluate the project costs and advise us on financial matters relating to automation. He will be giving a preliminary report at this meeting.

We, Steve and I also met with Dean Hall of Taxpayers Research and Jim Miller of Ft Wayne National Bank who will be chairing a committee to look at the automation project. An introduction to the automation project, what it will do for the community and the costs associated with it were discussed. An additional meeting with the whole committee has been scheduled for early October.

The Automation Advisory Committee met to discuss the upcoming timetable for automation, to look at a preliminary proposal for additional automation consulting and to prepare for another site visit. Most of the committee will be joining me on a visit to the Grand Rapids (MI) Public Library and the Lake County (IN) Public Library next week. The purpose of the visits will be to look at the automated systems and to discuss not only implementation and vendor performance but also how well the libraries' expectations were met and what they would do differently a second time.

The Automation Policy Committee of the Board met to learn about the process for selecting the system and to get answers to questions which had arisen since the last meeting.

At the May meeting of the Board of Library Trustees, a timetable recommended by the Automation Policy Committee of the Board was adopted. That timetable gave the October meeting of the Board as the time when a decision would be made on automation. The staff will therefore present at the October meeting its final recommendation and maximum cost for automation at the Allen County Public Library.

APL
EN COUNTY
LIC LIBRARY
EBSTER STREET
WAYNE, INDIANA
2: (219) 424-7241
ADDRESS: BOX 2270
VAYNE, INDIANA 46801

. Ashton
ector

26 September 1985

C. Ray Ewick, Director
Indiana State Library
140 North Senate Avenue
Indianapolis, Indiana 46204

Dear Mr. Ewick:

The Board of Library Trustees of the Allen County Public Library requests a hearing for the reconsideration or review of the decision of the Indiana Library and Historical Board not to approve our application for the Retrospective Conversion of Bibliographic Database.

We believe that the Indiana Library and Historical Board did not adequately consider our application and that the Board reached a decision which is not consistent with its own guidelines and which is also not consistent with the goals of the Indiana Long-Range Plan for Library Services and Development. The retrospective conversion is the first step toward improving a very inadequate service to the residents of Allen County. In addition, there is a major statewide impact, immediately as well as in the future, to the conversion of the Allen County Public Library bibliographic database into a form which can be shared among many libraries. The Allen County Public Library book collection is the largest public library collection in the state. Much of the material is unique. No statewide resource sharing project can be complete without including this material. The small percentage of the collection already converted and made available through OCLC has generated more than an eight-fold increase in inter-library loan use of our collection. The conversion also advances the point at which a northeast shared circulation cluster may become a feasibility.

We welcome the opportunity to discuss these issues with the ad hoc hearing committee.

Sincerely,

Rae Gates

Rae Gates, President
Board of Library Trustees

RG:kws

EN COUNTY
IC LIBRARY
EBSTER STREET
WAYNE, INDIANA
: (219) 424-7241
ADDRESS: BOX 2270
AYNE, INDIANA 46801

. Ashton
ctor

September 20, 1985

To: All Staff via Division, Department and Branch Managers

From: Sherri Mrozowski, Rita Wissman, Dorothy Pemberton, Sara Caruthers and Denise Burr

Re: New Haven Branch 60th Anniversary

The New Haven Branch will mark 60 years of service on October 1st. We think this is a special occasion and are sending this invitation for the following events.

A reception will be held at the branch on Tuesday, October 1 at 7 p.m. At that time a mayoral letter will proclaim October Library Month in New Haven. Letters will also be "unveiled" from public officials and prominent Hoosiers congratulating the library on its anniversary (so far we've heard from Governor Orr, Bob Knight, Red Skelton, Ray Scherer, Loretta Lynn, Phil Harris and many others).

On October 22 at 7 p.m. Lois Emenhiser will reminisce on growing up in New Haven in a program entitled "Down Memory Lane".

Last but not least, during the month children of all ages may put a short message in a time capsule that will not be opened until October 1, 2025.

You are cordially invited to attend and participate in these tributes to the public library. We hope to see you!

Downtown
SERVICE CENTER INC.
Boenges, Owner · 348 West Washington Boulevard · Fort Wayne, Indiana 46802 · Telephone (219) 426-1285

September 24, 1985

Board of Directors
Allen County Public Library
900 Webster St.
Fort Wayne, IN 46802

Dear Members of the Board,

I have been associated with the service station on the corner of Washington and Ewing since 1944 and have known and had contact with Ken Potteri, Fred Reynolds, Bob Vegler, Pat Murray and Nick Ashton through this period of time. It is not easy for me to write this letter, but I need your assistance. Under the present circumstances I find it is just impossible for me to continue to stay in business.

The trade in the Downtown area has shrunk considerably. As one can see, the business' in the Downtown area are diminishing and closing. People, therefore, think more of trading in their own residence area instead of Downtown. We have featured promotions, in the newspaper and on radio to encourage business, but the return of business did not come in. In the past, for an operation like this to be prosperous, we must offer something more than our competitors. We have given the ultimate in service to be offered, but it doesn't seem to make much difference to the public.

We contacted the team of SCORE advisors. They advised how to cut back on some of our expenses which we have done. They advised us to try and expand our mechanical business. As per SCORE'S suggestion we contacted business' closest in our area for business and we did gain several accounts. We also passed out handbills to employees coming out of offices in our area and have gotten little or no response. For some reason we even get very little service work from the Library itself on their vehicles and little or no trade from the employees of

Downtown
SERVICE CENTER INC.
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the Library.

Also, because of our yearly lease we find it difficult to keep good employees, obtain backing from a reputable Oil Company and have little or no chance to even sell the business.

I would like to continue to stay in business on this corner, if possible. We have tried everything we know to do. Our accountant, Bill Linnemeier, suggests that a reduction in the rent to about $475.00 would be helpful. Please help us. We are open to any other help or suggestions you can offer.

Thank you.

Very truly yours,

DOWNTOWN SERVICE CENTER, INC.

William C. Doenges,
Owner, Operator

WCD/er

EN COUNTY
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: (219) 424-7241
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Ashton
ector

30 September 1985

Special Meeting
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
3 October 1985
9:30 a.m.
Board Room
Main Library

AGENDA

1. Executive session concerning personnel matters.

2. Public session concerning personnel matters.

3. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

3 October 1985

The Board of Trustees of the Allen County Public Library met in a special meeting at 9:30 a.m. on Thursday 3 October 1985. Members present: Rae Gates, Lu Ann Beaman, Zohrab Tazian, Alan McMahan, Mary Koehlinger, Patricia Beers. Member absent: James Ganaway. Mrs. Gates presided.

1. Executive session concerning personnel matters. The Board met in executive session to discuss personnel matters.

2. Public session concerning personnel matters. The Board opened the meeting to the public to announce that no decisions had been made in the selection of a new Director. The search is proceeding.

3. Adjournment. The Board adjourned.

EN COUNTY
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WAYNE, INDIANA
2: (219) 424-7241
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VAYNE, INDIANA 46801

. Ashton
ector

21 October 1985

To: All Library Board Members

From: Steven Fortriede

Re: 24 October 1985 Regular Board Meeting

The October Board meeting will take place at 3:00 p.m. on Thursday 24 October 1985 in Meeting Room 4 (the upstairs auditorium) at the Main Library. An executive session on personnel matters will follow the regular Board meeting. The executive session will take place in the Board Room.

Please note the change of location for the regular Board meeting. To accomodate the press, staff, and consultants who will want to attend the discussion of Library automation, and to provide a definite break between the regular meeting and the executive session, we have moved the regular Board meeting into the larger room.

The agenda is short, but important. This Thursday will see the culmination of the 18 month automation study. I look forward to this meeting with you.

SCF:kws

CPL
LEN COUNTY
BLIC LIBRARY
WEBSTER STREET
RT WAYNE, INDIANA
302: (219) 424-7241
ING ADDRESS: BOX 2270
T WAYNE, INDIANA 46801

J. Ashton
director

21 October 1985

To: All Library Board Members

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J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
24 October 1985
Room 4 (Upstairs Auditorium)
Main Library
3:00 p.m.

1. Adoption of the agenda.

2. Approval of the minutes of the 26 September regular Board meeting.

3. Approval of the minutes of the 3 October executive session.

4. Reception of the financial report of 30 September 1985.

5. Report of the Acting Director:

   a. Library use through 30 September.
   b. Plans for the 90th birthday celebration.
   c. Estate of Howard N. Snider.

6. Approval of fidelity bonds for the Treasurer and Financial Services Manager. D. Lehman.

7. Reception and approval of the staff report and recommendation concerning Library Automation. L. Stanley, B. Perry, B. Salin.

8. Approval of Phase 2 Automation Consulting. L. Stanley.

9. Approval of the following additions to the Authorized Staffing Table:

Susan Vance	#478	Housekeeping Services, Housekeeper	.8 FTE	$ 7,704.32
Catherine Curtis	#384	Television Services, Clerical/Production Asst.	1.0 FTE	$10,352.64
Carol Zilz	#369	Readers' Services Clerk	1.0 FTE	$10,352.64
Barry Noack	#474	Housekeeping Services Housekeeper	1.0 FTE	$ 9,630.57
Shawn Hicks	#348	Genealogy, Page	1.0 FTE	$ 8,387.06
Rosilund Price	#460	Circulation Services, Desk Attendant	.8 FTE	$ 6,617.52

From Acting to Regular Appointments:

Luana Stanley	#003	Automation Project Mgr.	1.0 FTE	$29,744.00
Janet Hartzell	#540	Technical Services Mgr.	1.0 FTE	$29,744.00

10. Approval of payment of the following bills:

October Accounts Payable	$174,683.83
Miscellaneous checks (18 September - 15 October)	110,786.83
TOTAL	$285,470.66

11. Other business.

12. Adjournment.

Minutes

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

24 October 1985

The Board of Library Trustees of the Allen County Public Library met in regular session in Room 4 of the Main Library at 3:00 p.m. on Thursday 24 October 1985. All members of the Board were present.

1. Adoption of the agenda. The Board adopted the agenda as circulated, with a change in wording of agenda item #9 to: "Approval of the following appointments."

2. Approval of the minutes of the 26 September regular Board meeting. The Board approved the minutes as circulated.

3. Approval of the minutes of the 3 October executive session. The Board approved the minutes as circulated.

4. Reception of the financial report of 30 September 1985. The Board received the financial report as presented by Douglas Lehman, Financial Services Manager. Mr. Lehman pointed out that a narrative page had been added to the other pages of numerical report.

5. Report of the Acting Director. Steven Fortriede reported on the following matters:

a. Library use through 30 September. Circulation for the month of September was 195,812, 21.6% over September of 1984. Circulation total year-to-date is 1,966,023, an 11.63% increase over this point in 1984. The Main Library total is up 25% over last year. There are circulation gains across the board, and adult book circulation is up as well as juvenile.

b. Plans for 90th Birthday celebration. Steven Fortriede reported on plans for the upcoming celebration and displayed and distributed invitations to the event.

c. Estate of Howard N. Snider. Steve Fortriede gave the final accounting of the estate of Howard N. Snider in which several hundred genealogy books were left to the Library. Michael Clegg will arrange for acquisition of these books from the estate.

6. Approval of fidelity bonds for the Treasurer and Financial Services Manager. Douglas Lehman explained that the fidelity bonds for the Treasurer of the Board and the Financial Services Manager needed to be formally approved and filed with the County Recorder. The Board approved the fidelity bonds.

7. Reception and approval of the staff report and recommendation concerning Library automation. Luana Stanley presented the report, which is the culmination of 18 months of study on automation. The staff believes that automation will provide improved service to the user, a response to breakdown of a manual system, increased processing productivity, monetary savings and cost containment, resource sharing, improved administrative and management information, and expanded benefits to the community. Alan McMahan moved that the Board adopt a proposal to go forward with the automation process. The motion was seconded by Lu Ann Beaman. Zohrab Tazian presented an alternative view, asking for a second look at costs before a final decision to automate. Mr. McMahan's motion was voted on and carried. Mr. McMahan then moved to adopt a decision to petition to bond for not more than $2,950,000. The motion was seconded and carried.

8. Approval of Phase 2 Automation Consulting. The Board approved hiring RMG, Inc. as consultants for the preparation of the request for proposals and other automation-related activities.

9. Approval of the following appointments:

Susan Vance	#478	Housekeeping Services, Housekeeper	.8 FTE	$ 7,704.32
Catherine Curtis	#384	Television Services, Clerical/Production Asst.	1.0 FTE	$10,352.64
Carol Zilz	#369	Readers' Services Clerk	1.0 FTE	$10,352.64
Barry Noack	#474	Housekeeping Services Housekeeper	1.0 FTE	$ 9,630.57
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From Acting to Regular Appointments:

Luana Stanley	#003	Automation Project Mgr.	1.0 FTE	$29,744.00
Janet Hartzell	#540	Technical Services Mgr.	1.0 FTE	$29,744.00

The Board approved the appointments.

10. Approval of payment of the following bills:

October Accounts Payable	$174,683.83
Miscellaneous checks (18 September - 15 October)	110,786.83
TOTAL	$285,470.66

Steven Fortriede certified that all bills are true and correct and are supported by appropriate documentation. The Board approved payment of the bills.

11. Other business. Noble Roman's would like a volunteer from the Board to represent the Board if a press conference should be held. Mrs. Gates volunteered to be the representative from the Board.

12. Adjournment. The Board adjourned.

FS#002

16-Oct-85

ALLEN COUNTY PUBLIC LIBRARY
FINANCIAL SERVICES DIVISION-SEPTEMBER SUMMARY

FUND BALANCE SUMMARY:

SEPTEMBER 30 BALANCES IN THE BOND AND LIRF FUNDS REFLECT THE SEPTEMBER 26 DECISION BY THE BOARD TO USE OTHER LIBRARY FUNDS BEFORE BORROWING THROUGH THE USE OF OUR LINE OF CREDIT WITH ANTHONY WAYNE BANK. IN ADDITION, THE LSCA FUND FOR THE OPERATION OF THE TALKING BOOKS FACILITY IS OVERDRAWN BY THE AMOUNT OF $1,992.24. THIS MERELY REPRESENTS SLOW DISBURSEMENT OF FUNDS TO US BY THE INDIANA STATE LIBRARY.

CASH BALANCE SUMMARY:

THE LIBRARY'S CASH SITUATION IS VERY TIGHT AT THIS TIME. THE SUMMIT BANK BALANCE AMOUNT IS SOMEWHAT DECEIVING BECAUSE $50,000 OF THAT TOTAL REPRESENTS OUR COMPENSATING BALANCE. A COMPENSATING BALANCE IS AN AMOUNT UPON WHICH NO INTEREST IS PAID AS COMPENSATION TO THE BANK FOR THE OPERATION OF OUR ACCOUNT. WE ARE DOING ALL WE CAN TO SLOW THE OUTLOW OF CASH IN THIS THE DRY SEASON.

OPERATING FUND EXPENDITURES:

THE ITEMS IN PARENTHESES IN THE FAR RIGHT-HAND COLUMN ARE THE BUDGET LINES THAT HAVE BEEN OVERSPENT YEAR-TO-DATE.

ACCOUNT	TITLE	OVERSPENT	SOURCE OF FUNDING
119	TEMP WAGES	$19,875.32	115-HOURLY WAGES
311	CONSULTING	17,242.54	392-INTEREST EXPENSE
323	TRAVEL	1,468.74	392-INTEREST EXPENSE
332	PRINTING	1,777.98	392-INTEREST EXPENSE
397	PHOTOGRAPHIC	1,986.66	392-INTEREST EXPENSE
	TOTAL	$42,351.24	

WE HAVE SPENT 67% OF THE 1985 BUDGET SO FAR THROUGH SEPTEMBER. THAT IS 11.46% ABOVE THE TOTAL AT THIS SAME TIME IN 1984.

INCOME SUMMARY:

WE RECEIVED AN EARLY TAX PAYMENT IN AUGUST THIS YEAR. HOWEVER, SINCE WE RECEIVED NO TAX MONEY IN SEPTEMBER, WE ARE NOW WELL BEHIND THE NORMAL RATE OF INFLOW FOR TAX REVENUES. ON A BUDGET INCREASE OF 5%, OUR TAX REVENUES ARE ONLY UP 3.58%. THIS TIMING SHORTFALL IS ROUGHLY EQUIVALENT TO $50,000 AND IS EXPECTED TO GET WORSE.

PARKING REVENUES CONTINUE TO BE VERY STRONG WITH A YEAR-TO-DATE INCREASE OF ALMOST 29% OVER 1984. EXTENDED USES FEES ARE FOLLOWING OUR STRONG CIRCULATION GAINS WITH AN INCREASE OF 14.5% OVER 1984. INTEREST INCOME IS DOWN 10.91% FROM 1984 SEPTEMBER YEAR-TO-DATE. HOWEVER, FROM SEPTEMBER TO SEPTEMBER, THE AVERAGE RATE IN OUR REPURCHASE AGREEMENT INVESTMENT PROGRAM FELL 32.6%. SO, EVEN THOUGH INTEREST INCOME IS DOWN, WE ARE STILL MAKING SIGNIFICANT PROGRESS IN OUR CASH MANAGEMENT EFFORTS.

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ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

	DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BORROW	LSCA RETROCON	PAYROLL FUND	ALL FUNDS
1984	JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
	JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
	FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
	MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
	APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
	MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
	JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
	JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
	AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
	SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67
	OCT 31	396,782.36	637.10	200.00	45,708.71	89,018.98	26,089.55	25.00	2,772.58	6,703.68	2,365.45	942.60	0.00	0.00	0.00	22,287.19	593,533.20
	NOV 30	789,701.96	1,212.10	200.00	145,708.71	89,018.98	25,989.55	100.00	2,772.58	2,421.02	2,365.45	852.76	0.00	0.00	0.00	50,947.26	1,111,290.37
	DEC 31	649,042.52	1,828.10	200.00	185,365.29	206,499.98	25,989.55	10.00	2,809.51	2,924.09	2,365.45	(1,049.10)	0.00	0.00	0.00	49,989.53	1,125,974.92
1985	JAN 31	338,884.12	1,236.10	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	2,934.06	0.00	1,053.62	0.00	0.00	0.00	21,743.54	581,341.22
	FEB 28	46,336.65	1,374.00	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	5,382.47	0.00	(561.96)	0.00	0.00	0.00	27,875.67	295,896.61
	MAR 31	69,024.81	1,139.00	500.00	10,377.79	192,313.98	0.00	10.00	2,846.11	6,666.54	0.00	612.87	10,925.00	4,454.00	(6,331.80)	0.00	292,538.30
	APR 30	(51,169.39)	921.00	866.25	10,377.79	192,313.98	0.00	95.00	2,846.11	6,214.15	0.00	(1,512.94)	0.00	4,454.00	(52,202.30)	0.00	113,203.65
	MAY 31	838,701.01	1,168.00	876.25	156,377.79	192,313.98	0.00	65.00	2,846.11	5,451.80	0.00	339.47	0.00	4,454.00	0.10	0.00	1,202,593.51
	JUN 30	902,526.82	1,514.00	888.25	192,992.27	192,313.98	0.00	55.00	2,883.60	5,410.61	0.00	961.72	0.00	4,454.00	0.10	0.00	1,304,000.35
	JUL 31	444,531.61	860.00	888.25	11,392.27	176,927.98	0.00	40.00	2,883.60	5,387.92	0.00	887.39	0.00	4,454.00	0.10	0.00	648,253.12
	AUG 31	250,763.74	1,405.00	888.25	24,392.27	176,927.98	0.00	125.00	2,883.60	5,690.47	0.00	934.24	0.00	4,454.00	0.10	0.00	468,464.65
	SEP 30	85,920.03	943.00	873.25	0.00	0.00	0.00	100.00	2,922.01	4,831.44	0.00	(1,992.24)	0.00	0.00	0.10	0.00	93,597.59
	OCT 31																0.00
	NOV 30																0.00
	DEC 31																0.00
1986	JAN 01																0.00

FS#020

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ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES

10-Oct-85

	DATE	SUMMIT BANK	CERTIFICATES OF DEPOSIT	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
1984	JAN 01	841,633.07		2,665.45	200.00	300.00		844,798.52
	JAN 31	314,920.52		2,665.45	200.00	300.00		318,085.97
	FEB 29	15,591.39		2,665.45	200.00	300.00	1,650.40	20,407.24
	MAR 31	594,052.13		2,700.56	200.00	300.00	2,507.65	599,760.34
	APR 30	848,710.03		2,700.56	200.00	300.00	1,511.65	853,422.24
	MAY 31	1,123,355.05		2,700.56	200.00	70.00	1,344.10	1,127,669.71
	JUN 30	829,541.32		2,736.14	200.00	50.00	1,313.65	833,841.11
	JUL 31	483,064.53		2,736.14	200.00	5.00	1,040.10	487,045.77
	AUG 31	159,173.62		2,736.14	200.00	75.00	1,256.10	163,440.86
	SEP 30	153,844.99		2,772.58	200.00	50.00	1,292.10	158,159.67
	OCT 31	589,898.52		2,772.58	200.00	25.00	637.10	593,533.20
	NOV 30	1,107,005.69		2,772.58	200.00	100.00	1,212.10	1,111,290.37
	DEC 31	1,121,127.31		2,809.51	200.00	10.00	1,828.10	1,125,974.92
1985	JAN 31	377,085.61	200,000.00	2,809.51	200.00	10.00	1,236.10	581,341.22
	FEB 28	91,503.10	200,000.00	2,809.51	200.00	10.00	1,374.00	295,896.61
	MAR 31	88,043.19	200,000.00	2,846.11	500.00	10.00	1,139.00	292,538.30
	APR 30	(91,524.71)	200,000.00	2,846.11	866.25	95.00	921.00	113,203.65
	MAY 31	997,638.15	200,000.00	2,846.11	876.25	65.00	1,168.00	1,202,593.51
	JUN 30	1,098,659.50	200,000.00	2,883.60	888.25	55.00	1,514.00	1,304,000.35
	JUL 31	443,581.27	200,000.00	2,883.60	888.25	40.00	860.00	648,253.12
	AUG 31	463,162.80	0.00	2,883.60	888.25	125.00	1,405.00	468,464.65
	SEP 30	88,759.33	0.00	2,922.01	873.25	100.00	943.00	93,597.59
	OCT 31							0.00
	NOV 30							0.00
	DEC 31							0.00
1986	JAN 01							0.00

FS#040

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

15-Oct-85

S/A	DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
112	SALARIED EMPLOYEES	2,297,300.00	162,242.93	163,369.78	245,685.19	162,477.44	160,817.90	156,502.42	153,900.33				1,528,915.63	39.19		66.55	768,384.37
115	HOURLY EMPLOYEES	503,900.00	38,245.71	37,854.11	57,619.27	42,556.48	41,542.30	41,810.45	39,710.46				375,603.35	9.63		74.54	128,296.65
117	SUMMER EMPLOYEES	83,100.00	42.25	0.00	3,545.94	20,461.90	23,611.15	22,599.09	3,562.74				73,823.07	1.89		88.84	9,276.93
119	TEMPORARY EMPLOYEES	0.00	2,144.99	3,327.19	2,208.68	2,194.73	3,206.84	2,619.72	1,268.56				19,875.32	0.51			(19,875.32)
110	TOTAL WAGES & SALARIES	2,884,300.00	202,675.88	204,551.08	309,059.08	227,690.55	229,178.19	223,531.68	198,442.09	0.00	0.00	0.00	1,998,217.37	51.22	7.88	69.28	886,082.63
121	EMPLOYER FICA	203,000.00	14,366.69	13,092.77	14,471.92	22,685.13	16,343.97	16,283.18	14,963.79				147,542.72	3.78	8.72	72.68	55,457.28
122	UNEMPLOYMENT COMP	8,000.00	330.98	421.07	1,072.00	643.00	192.00	191.00	278.92				3,993.97	0.10	(58.08)	49.92	4,006.03
123	EMPLOYER PERF	103,000.00	0.00	8,355.14	0.00	0.00	25,314.60	343.00	0.00				54,696.87	1.40	3.98	53.10	48,303.13
124	GROUP INSURANCE	174,149.00	15,634.72	7,677.98	17,771.19	9,625.42	7,874.23	15,707.14	8,762.77				105,275.96	2.70	17.06	60.45	68,873.04
120	TOTAL BENEFITS	488,149.00	30,332.39	29,546.96	33,315.11	32,953.55	49,724.80	32,524.32	24,005.48	0.00	0.00	0.00	311,509.52	7.99	8.25	63.81	176,639.48
	TOTAL PERSONAL SERVICES	3,372,449.00	233,008.27	234,098.04	342,374.19	260,644.10	278,902.99	256,056.00	222,447.57	0.00	0.00	0.00	2,309,726.89	59.21	7.93	68.49	1,062,722.11
212	PRINTING SUPPLIES	30,000.00	5,783.86	5,894.31	3,265.68	3,600.61	928.06	2,732.60	2,003.62				25,709.89	0.66		85.70	4,290.11
213	OFFICE STATIONERY	20,000.00	2,121.35	1,528.34	676.32	513.77	2,205.90	6,676.90	645.21				14,705.65	0.38	(11.27)	73.53	5,294.35
210	OFFICE SUPPLIES	50,000.00	7,905.21	7,422.65	3,942.00	4,114.38	3,133.96	9,409.50	2,648.83	0.00	0.00	0.00	40,415.54	1.04	6.94	80.83	9,584.46
221	CLEANING SUPPLIES	20,000.00	3,114.23	997.29	427.67	1,128.55	1,305.40	643.04	619.54				10,001.22	0.26	57.67	50.01	9,998.78
222	FUEL, OIL, & LUBRICANTS	40,000.00	3,313.29	2,773.04	1,020.53	1,157.50	1,080.22	2,106.05	1,265.85				16,452.25	0.42	(31.66)	41.13	23,547.75
223	OTHER SUPPLIES	95,000.00	7,281.81	10,706.85	5,838.46	12,127.41	23,249.55	6,785.31	7,062.24				81,578.82	2.09	44.47	85.87	13,421.18
220	OPERATING SUPPLIES	155,000.00	13,709.33	14,477.18	7,286.66	14,413.46	25,635.17	9,534.40	8,947.63	0.00	0.00	0.00	108,032.29	2.77	24.34	69.70	46,967.71
231	BUILDING SUPPLIES	33,000.00	60.75	297.25	1,371.55	735.56	2,679.05	1,840.71	1,065.83				8,274.29	0.21	(82.29)	25.07	24,725.71
233	REPAIR PARTS/SUPPLIES	16,000.00	1,296.13	1,097.92	1,172.26	2,874.37	(199.77)	2,379.69	2,636.45				12,279.16	0.31	(24.53)	76.74	3,720.84
230	MAINTENANCE SUPPLIES	49,000.00	1,356.88	1,395.17	2,543.81	3,609.93	2,479.28	4,220.40	3,702.28	0.00	0.00	0.00	20,553.45	0.53	(67.37)	41.95	28,446.55
	TOTAL SUPPLIES	254,000.00	22,971.42	23,295.00	13,772.47	22,137.77	31,248.41	23,164.30	15,298.74	0.00	0.00	0.00	169,001.28	4.33	(9.95)	66.54	84,998.72
311	CONSULTING SERVICES	20,000.00	6,781.53	5,835.36	3,569.59	2,104.89	2,222.22	6,999.27	9,490.48				37,242.54	0.95	86.17	186.21	(17,242.54)
312	BUILDING SERVICES	10,000.00	0.00	994.00	0.00	500.00	994.00	0.00	0.00				3,928.00	0.10	15.44	39.28	6,072.00
313	LEGAL SERVICES	4,000.00	362.50	0.00	1.00	39.00	182.00	0.00	0.00				734.00	0.02	(13.80)	18.35	3,266.00
314	OTHER PROFESSIONAL	3,500.00	205.60	5.00	255.00	247.60	541.00	410.00	367.63				2,216.34	0.06	(9.71)	63.32	1,283.66
310	PROFESSIONAL SERVICES	37,500.00	7,349.63	6,834.36	3,825.59	2,891.49	3,939.22	7,409.27	9,858.11	0.00	0.00	0.00	44,120.88	1.13	65.16	117.66	(6,620.88)
321	TELECOMMUNICATIONS	80,000.00	4,654.27	4,500.34	5,619.40	710.96	5,525.06	7,515.94	5,366.07				41,427.13	1.06	6.70	51.78	38,572.87
322	POSTAGE	48,000.00	5,413.28	363.14	5,255.66	5,230.59	5,660.57	5,393.39	1,379.44				34,186.24	0.88	34.52	71.22	13,813.76
323	TRAVEL EXPENSE	13,000.00	454.39	1,423.40	2,762.09	2,444.43	3,612.45	2,028.10	759.56				14,468.74	0.37	74.70	111.30	(1,468.74)
324	TRAINING & DEVELOPMENT	11,000.00	833.00	1,198.50	888.95	2,075.50	75.00	990.00	943.42				7,511.87	0.19	55.28	68.29	3,488.13
325	FREIGHT	300.00	60.60	70.00	0.00	126.52	0.00	0.00	0.00				299.25	0.01	(30.02)	99.75	0.75
320	COMMUNICATION SERVICES	152,300.00	11,415.54	7,555.38	14,526.10	10,588.00	14,873.08	15,927.43	8,448.49	0.00	0.00	0.00	97,893.23	2.51	25.85	64.28	54,406.77
331	ADVERTISING	2,200.00	16.00	366.95	309.95	0.00	40.00	66.20	512.90				1,809.30	0.05	175.29	82.24	390.70
332	OUTSIDE PRINTING	1,500.00	674.50	1,224.12	4,766.43	213.05	276.57	(4,395.61)	72.50				3,277.98	0.08	136.57	218.53	(1,777.98)
330	PRINTING & ADVERTISING	3,700.00	690.50	1,591.07	5,076.38	213.05	316.57	(4,329.41)	585.40	0.00	0.00	0.00	5,087.28	0.13	149.03	137.49	(1,387.28)
342	INSURANCE	38,000.00	(40.00)	0.00	971.00	909.00	30.00	0.00	2,779.00				4,889.00	0.13		12.87	33,111.00
340	TOTAL INSURANCE	38,000.00	(40.00)	0.00	971.00	909.00	30.00	0.00	2,779.00	0.00	0.00	0.00	4,889.00	0.13	62.97	12.87	33,111.00
351	UTILITIES-NATURAL GAS	93,000.00	11,315.12	15,841.57	3,835.28	1,263.63	323.14	1,541.62	1,900.59				56,094.30	1.44	2.68	60.32	36,905.70
352	UTILITIES-ELECTRIC	274,000.00	22,975.05	19,399.20	22,560.98	22,463.96	24,977.09	25,323.49	25,995.26				201,646.45	5.17	8.10	73.59	72,353.55
353	UTILITIES-WATER	7,000.00	379.39	286.79	37.25	650.39	523.74	613.78	545.83				3,504.59	0.09	(11.15)	50.07	3,495.41
354	WASTE DISPOSAL	7,000.00	287.54	508.87	126.42	563.97	385.90	522.17	2,729.62				5,623.12	0.14	9.97	80.33	1,376.88
350	UTILITY SERVICES	381,000.00	34,957.10	36,036.43	26,559.93	24,947.95	26,209.87	28,001.06	31,171.30	0.00	0.00	0.00	266,868.46	6.84	6.65	70.04	114,131.54

FS#040

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

15-Oct-85

S/A	DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
361	BUILDINGS-REPAIR	107,000.00	6,552.45	3,789.46	2,103.45	3,887.98	10,935.72	9,923.85	6,333.42				52,554.10	1.35	(44.40)	49.12	54,445.90
362	EQUIPMENT SERVICE	50,000.00	3,465.38	3,713.96	7,023.74	5,646.11	6,467.64	3,504.84	1,797.05				36,973.32	0.95	(45.50)	73.95	13,026.68
363	SERVICE ON CONTRACT	50,000.00	8,317.48	5,749.04	4,236.63	2,828.17	4,071.47	2,905.38	4,657.17				35,668.84	0.91	(78.03)	71.34	14,331.16
360	REPAIR & MAINTENANCE	207,000.00	18,335.31	13,252.46	13,363.82	12,362.26	21,474.83	16,334.07	12,787.64	0.00	0.00	0.00	125,196.26	3.21	(22.89)	60.48	81,803.74
371	BUILDING RENTAL	5,000.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00				1,800.00	0.05	0.00	36.00	3,200.00
372	EQUIPMENT RENTAL	17,000.00	720.11	1,026.02	767.60	666.33	1,110.88	499.94	1,196.64				7,153.49	0.18	(10.77)	42.08	9,846.51
370	TOTAL RENT	22,000.00	920.11	1,226.02	967.60	866.33	1,310.88	699.94	1,396.64	0.00	0.00	0.00	8,953.49	0.23	(8.80)	40.70	13,046.51
391	DUES & MEMBERSHIPS	6,000.00	165.00	4,296.75	0.00	64.32	0.00	70.00	0.00				4,872.07	0.12	679.53	81.20	1,127.93
392	LOAN INTEREST	30,000.00	0.00	0.00	5,931.60	0.00	0.00	0.00	0.00				5,931.60	0.15	(50.05)	19.77	24,068.40
394	LIRF TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00			0.00
395	BINDERY SERVICES	35,000.00	2,929.29	2,496.95	1,200.22	5,341.29	1,111.37	1,460.41	4,660.21				22,251.07	0.57	41.83	63.57	12,748.93
396	COMPUTER SERVICES	66,000.00	10,661.70	5,023.23	7,220.34	8,286.45	9,023.76	10,834.79	10,393.17				65,360.81	1.68	98.70	99.03	639.19
397	PHOTOGRAPHIC SERVICES	3,000.00	432.21	856.52	215.90	856.89	492.05	949.26	317.27				4,986.66	0.13	946.61	166.22	(1,986.66)
398	PROPERTY TAXES	3,000.00	0.00	1,346.40	0.00	0.00	0.00	0.00	0.00				1,346.40	0.03	6.94	44.88	1,653.60
390	OTHER SERVICES	143,000.00	14,188.20	14,019.85	14,568.06	14,548.95	10,627.18	13,314.46	15,370.65	0.00	0.00	0.00	104,748.61	2.69	66.75	73.25	38,251.39
	OTHER SERVICES & CHARGES	984,500.00	87,816.39	80,515.57	79,858.48	67,327.03	78,781.63	77,356.82	82,397.23	0.00	0.00	0.00	657,757.21	16.86	10.59	66.81	326,742.79
440	FURNITURE & EQUIPMENT	95,269.00	45,797.39	1,825.70	13,685.05	21,518.41	1,821.23	2,365.00	369.99				89,309.30	2.29	55.78	93.74	5,959.70
451	BOOKS	776,000.00	45,911.33	54,751.50	75,680.86	68,059.20	85,347.86	87,610.51	63,459.22				553,163.42	14.18	34.51	71.28	222,836.58
452	PERIODICALS	202,900.00	6,300.60	3,715.60	14,974.84	729.02	6,035.07	4,996.11	7,323.58				54,121.36	1.39	0.08	26.67	148,778.64
453	NONPRINT MATERIALS	121,100.00	4,991.52	2,929.56	21,279.57	7,101.86	6,570.07	10,291.93	9,561.02				68,056.55	1.74	24.21	56.20	53,043.45
450	TOTAL LIBRARY MATERIAL	1,100,000.00	57,203.45	61,396.66	111,935.27	75,890.08	97,953.00	102,898.55	80,343.82	0.00	0.00	0.00	675,341.33	17.31	29.85	61.39	424,658.67
	TOTAL CAPITAL OUTLAYS	1,195,269.00	103,000.84	63,222.36	125,620.32	97,408.49	99,774.23	105,263.55	80,713.81	0.00	0.00	0.00	764,650.63	19.60	32.42	63.97	430,618.37
	TOTAL OPERATING FUND	5,806,218.00	446,796.92	401,130.97	561,625.46	447,517.39	488,707.26	461,840.67	400,857.35	0.00	0.00	0.00	3,901,136.01	100.00	11.46	67.19	1,905,081.99

FS#160 ALL FUNDS

ALLEN COUNTY PUBLIC LIBRARY
MISCELLANEOUS INCOME SUMMARY--1985

COPIES:BD/DMs,SCF,WLS,DML(2)-20 15-Oct-85

G/L#	S/A#	DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	YTD%	V% 1984
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	0.00	9,000.00	4,464.04	0.00	13,000.00	0.00				26,464.04	0.77	9.73
10	5102	BOND-PROPERTY	0.00	0.00	0.00	0.00	137,000.00	29,398.86	0.00	0.00	0.00				166,398.86	4.87	1.84
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,751.58	0.00	0.00	0.00				2,751.58	0.08	0.81
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00	
		BOND-TOTAL	0.00	0.00	0.00	0.00	146,000.00	36,614.48	0.00	13,000.00	0.00	0.00	0.00	0.00	195,614.48	5.73	2.82
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	0.00	122,000.00	61,461.92	0.00	182,000.00	0.00				365,461.92	10.70	9.04
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	0.00	1,873,000.00	394,365.42	0.00	0.00	0.00				2,267,365.42	66.36	2.85
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,493.11	0.00	0.00	0.00				37,493.11	1.10	0.94
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00	
		OPERATING-TOTAL	0.00	0.00	0.00	0.00	1,995,000.00	493,320.45	0.00	182,000.00	0.00	0.00	0.00	0.00	2,670,320.45	78.16	3.63
		LOCAL TAX REVENUES	0.00	0.00	0.00	0.00	2,141,000.00	529,934.93	0.00	195,000.00	0.00	0.00	0.00	0.00	2,865,934.93	83.88	3.58
11	5111	PHOTOCOPYING FEES	6,593.48	7,029.97	8,225.00	9,190.47	7,975.38	7,009.17	9,199.17	7,999.25	8,630.55				71,852.44	2.10	1.80
12	5121	EXTENDED USE FEES	8,881.33	7,771.11	7,927.12	8,776.62	9,920.13	8,169.45	8,348.11	7,651.80	7,066.75				74,512.42	2.18	14.50
13	5131	GRANTS	3,993.00	0.00	61,435.00	0.00	61,901.00	2,621.00	4,884.00	2,048.00	0.00				136,882.00	4.01	0.81
14	5141	PARKING LOTS	6,986.07	9,285.06	9,210.77	9,571.90	9,118.74	9,138.36	9,166.67	9,166.67	9,166.67				80,810.91	2.37	28.64
15	5151	RENT---TRI-ALSA	916.06	908.16	1,035.25	832.82	953.36	993.51	898.90	1,772.82	0.00				8,310.88	0.24	23.59
15	5152	RENT---SERVICE CENTER	825.00	825.00	825.00	825.00	825.00	825.00	825.00	825.00	825.00				7,425.00	0.22	(9.17)
15	5153	RENT---OTHER	20.00	30.00	60.00	70.00	10.00	125.00	20.00	10.00	744.00				1,089.00	0.03	(13.20)
		TOTAL RENT	1,761.06	1,763.16	1,920.25	1,727.82	1,788.36	1,943.51	1,743.90	2,607.82	1,569.00	0.00	0.00	0.00	16,824.88	0.49	4.15
16	5161	GIFTS-UNRESTRICTED	45.10	62.96	2.30	19.13	13.50	1.45	27.71	14.51	27.19				213.85	0.01	(39.78)
16	5162	GIFTS-GENEALOGY CLASS	0.00	0.00	1,440.00	0.00	0.00	0.00	0.00	0.00	0.00				1,440.00	0.04	(40.00)
16	5163	GIFTS-RESTRICTED	0.00	20.00	55.00	46.12	45.53	156.25	15.00	306.00	15.40				659.30	0.02	(95.41)
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00	
		TOTAL GIFTS	45.10	82.96	1,497.30	65.25	59.03	157.70	42.71	320.51	42.59	0.00	0.00	0.00	2,313.15	0.07	(86.49)
17	5171	INTEREST	5,826.59	3,665.95	1,346.74	4,371.92	7,510.14	1,521.09	12,678.32	5,075.22	2,492.73				44,488.70	1.30	(10.91)
18	5181	SUBSCRIPTION CARDS	180.00	160.00	140.00	280.00	101.50	120.00	160.00	60.00	120.00				1,321.50	0.04	17.99
19	5191	CABLE ACCESS REVENUE	0.00	0.00	0.00	44,283.28	0.00	0.00	171.00	0.00	0.00				44,454.28	1.30	48.18
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	431.78	0.00				1,431.78	0.04	6.52
19	5193	MILEAGE	111.84	55.20	49.20	49.20	49.20	49.20	0.00	0.00	0.00				363.84	0.01	(35.61)
19	5194	ACPL PUBLICATIONS	14.00	4.00	31.00	104.50	0.40	11.00	11.60	15.00	100.50				292.00	0.01	(8.03)
19	5195	RESEARCH SERVICES	483.40	391.06	432.90	384.46	302.04	365.51	308.70	532.81	592.74				3,793.62	0.11	81.80
19	5196	EQUIPMENT DAMAGES	357.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				357.88	0.01	
19	5197	PAY PHONES	23.35	37.24	46.91	71.66	46.30	12.94	36.88	31.21	29.44				335.93	0.01	29.26
19	5198	LOST/DAMAGED MATERIAL	155.77	697.24	530.29	725.51	873.82	744.67	406.22	801.94	751.50				5,686.96	0.17	302.11
19	5199	REFUNDS	291.75	293.79	232.35	3,567.28	270.92	72.22	97.51	1.69	60.25				4,887.76	0.14	162.39
19	5201	INTERGOVERNML REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51,700.12	0.00				51,700.12	1.51	(26.32)
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00	
19	5205	INSURANCE CLAIMS	0.00	0.00	0.00	611.00	0.00	0.00	307.00	0.00	0.00				918.00	0.03	44.33
19	5300	OTHER INCOME	232.43	166.64	4,636.98	261.29	132.41	275.94	1,188.20	253.28	276.79				7,423.96	0.22	319.82
		TOTAL OTHER INCOME	1,670.42	1,645.17	5,959.63	50,058.18	1,675.09	2,531.48	2,527.11	53,767.83	1,811.22	0.00	0.00	0.00	121,646.13	3.56	10.16
		NON-TAX TOTALS	35,937.05	31,403.38	97,661.81	84,042.16	100,049.37	33,211.76	48,749.99	88,697.10	30,899.51	0.00	0.00	0.00	550,652.13	16.12	4.09
		TOTAL INCOME	35,937.05	31,403.38	97,661.81	84,042.16	2,241,049.37	563,146.69	48,749.99	283,697.10	30,899.51	0.00	0.00	0.00	3,416,587.06	100.00	3.66

CPL
EN COUNTY
BLIC LIBRARY
WEBSTER STREET
T WAYNE, INDIANA
02: (219) 424-7241
NG ADDRESS: BOX 2270
WAYNE, INDIANA 46801

J. Ashton
Director

AGENDA ITEM 6
Requested Action: Approval

APPROVAL OF FIDELITY BONDS FOR JAMES V. GANAWAY, JR., TREASURER OF THE BOARD OF LIBRARY TRUSTEES, AND DOUGLAS M. LEHMAN, FINANCIAL SERVICES MANAGER

This action is necessary, though the bonds have been in force for some time, in order for them to be filed with the County Recorder. Signatures of two Board members are required on each bond.

AGENDA ITEM 7
REQUESTED ACTION: Reception and approval

STAFF REPORT AND RECOMMENDATION CONCERNING LIBRARY AUTOMATION

Over the last six years, the Library's efforts to meet the needs of our patrons has resulted in dramatic increases in use and circulation.

All of this improvement was accomplished by streamlining or eliminating procedures and changing attitudes toward public service. It was accomplished without any significant change in number of employees. In 1979, we employed 200 FTE staff and in 1985 we employ 202.5 FTE staff.

	Circulation	Reference Questions	Program Attendance
1979	1,327,414	54,880	16,210
1980	1,551,115	88,827	19,784
1981	1,635,046	102,000	22,997
1982	1,755,443	125,493	35,068
1983	2,141,461	212,391	59,264
1984	2,274,597	270,651	71,021

Now however, we have reached the end of what it is possible to do without advanced technological help or very significant increases in staff. Feasibility studies made over the last eighteen months have given us the costs of current manual procedures and processes. Projected cost avoidance will pay for the automated system on an ongoing basis. Improved operating efficiency will allow us to release the staff hours necessary to continue to bring better and more timely service to the public.

An integrated automated system would provide an online catalog of 2,700,000 items, automated circulation and other functions which will bring better service to the residents of Allen County and patrons of the Library.

Automation will provide:

Improved service to the user.
The most concrete benefits to be gained through automation will be improved levels of service to users and control of the rate at which costs of operation are escalating.

A response to breakdown of a manual system.
The impetus for automating is that the existing manual system is simply no longer able to handle the work load. The effects of the system taxed beyond its limits are: backlogs in cataloging, lack of accurate or timely fund-account reports in acquisitions, delays in extended use notices, and sprawling and inconsistent card catalogs. We can no longer

catalog records, adequately weed collections, check all returned materials for reserves, check all borrowers cards for outstanding fees or materials, and provide short story index, biography index, art prints catalog, newspaper index, and periodicals holdings list. The end result is that we have not been able to retain the usefulness of this impressive resource. Automation will allow us to continue to rise to the challenge of ever-increasing circulation with responses reflecting the quality of this institution, its collection and constituency.

Increased processing productivity.

The Library staff will be more productive when clerical tasks are performed in less time than is possible under the manual system. Staff time currently devoted to those tasks will be redirected towards meeting the information needs of our patrons.

Monetary savings and cost containment.

The Library anticipates that the new system will better contain the rate of increase in operating costs over time. Demands on our Library collection are expanding rapidly. An automated system will decrease the rate at which it is necessary to add staff and it will decrease the rate at which other costs are escalating. Since amortized and continuing costs of an automated system are in fact lower than the costs of the manual system it replaces, savings are almost inevitably realized.

Resource sharing.

With the proliferation of information sources, the ability of the library to hold in its collection all of the information needed by patrons is ever diminishing. Resource sharing through interlibrary loan, database services and reciprocal agreements with other libraries is the answer to this problem. An automated system will facilitate resource sharing by making dissemination of holdings information a faster, more efficient, and less expensive task.

Improved administrative and management information.

Automated systems will generate a variety of statistical compilations that are too time consuming to undertake under a manual system. These reports will provide valuable assistance for collection management and financial administration.

AUTOMATION BUDGET

ONE-TIME COSTS	
Automated system (125 terminals)	940,000
Building alterations	
Computer room	60,000
Alteration to Circ Svcs, Children's Svcs, Checkout at Webster and Wayne Streets	60,000
Site prep for terminals	37,500
Install telephone lines	783
Retrospective conversion	
Title conversion	1,215,726
Item conversion	283,000
Patron conversion	117,133
Labels	120,000
Consulting & other fees	
Financial consultant	12,000
Bonding consultant	20,000
Library attorney	5,000
Automation consultant	15,000
Contingency	39,422
TOTAL	$ 2,938,564
ON-GOING ANNUAL COSTS	
Maintenance	9,118
Telecommunications	502
Replacement	100,000
Personnel	2,200
TOTAL	111,820

Feasibility studies have shown that savings on supplies needed, dollars already spent on automation, and deceleration of staff necessary to operate the library will more than pay for the on-going annual costs.

The staff is asking that the Board of Library Trustees approve an automation project for the Allen County Public Library which will lead to the purchase and installation of an integrated automated library system.

EN COUNTY
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WEBSTER STREET
WAYNE, INDIANA
2: (219) 424-7241
G ADDRESS: BOX 2270
WAYNE, INDIANA 46801

J. Ashton
irector

21 October 1985

Special Meeting
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday
24 October 1985
Directly following regular Board meeting
Board Room, Main Library

AGENDA

1. Executive session concerning personnel matters.

2. Other business.

3. Public session concerning personnel matters.

4. Adjournment.

AGENDA ITEM 8
Requested Action: Approval

APPROVAL OF PHASE 2 AUTOMATION CONSULTING

The staff asks that the Board of Library Trussttes approve the hiring of RMG Consultants, Inc., automation consultants, for Phase 2 automation consulting.

The work to be done would include:

- Development of a Request for Proposal for Automated Library Systems and Services for Allen County Public Library
- Assistance in evaluation of the proposals received from vendors
- Assistance with the contract negotiations with the successful vendor

The costs would include:

- 60 hours off-site work @$50/hour	3,000
- 8 days of on-site work @$400/day	3,200
- 8 per diems at @$90/each	720
- 8 days of car rental @$55/day	440
- 4 air fares @$192/each	768
TOTAL	$ 8,128

The costs for this consulting has been included in the costs of the bond issue and would not be due until such time as the bonds had been sold.

ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
ITEM NO. 7

WHEREAS, the Board of Library Trustees, for the Allen County Public Library, has reviewed the proposed automation of the Allen County Public Library; and

WHEREAS, after a thorough discussion, the Board has decided that the proposed automation is advantageous for the Allen County Public Library; and

WHEREAS, it has been determined that to finance said proposal, it may be necessary to bond said expense;

NOW THEREFORE, BE IT RESOLVED:

1. The officers and employees of the Library Board are directed to take such action as is necessary to initiate a Bond Issue to fund the proposed automated library system, which Bond shall not exceed the sum of two million, nine hundred fifty thousand dollars ($2,950,000.00).

APPROVED this 24th day of October, 1985.

ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Rae Gates, President

Patricia Beers

Zohrab Tazian

James V. Ganaway, Jr.

Alan McMahan

Lu Ann Beaman

Mary Koehlinger

AGREEMENT

THIS AGREEMENT, entered into this 24th day of October, 1985, by and between Allen County Public Library Board of Library Trustees, hereinafter referred to as "Allen County Library," and Beers, Mallers, Backs, Salin & Larmore, attorneys at law, of Fort Wayne, Indiana, hereinafter referred to as "Attorney;"

WHEREAS, Allen County Library is desirous of employing the Attorney for the purpose of procuring funds for the purchase of an automated library system, including the computers and software therefor, as well as the construction and alteration of the library facilities to accommodate said equipment and to pay for the incidental expenses necessary to be incurred in connection therewith and on account of the issuance of the bonds therefor; and

WHEREAS, it is mutually contemplated that said legal services shall include, among other duties of the Attorney, the preparation of notices of hearings and meetings and minutes of meetings, the drafting of legal documents and obtaining approval thereof, with said legal services to be performed directly in behalf of Allen County Library and with reference to certain actions taken in connection with said bond issue by the appropriate officers and elected officials of and for Allen County Library; and

WHEREAS, the parties mutually agree that, in the event that, for any reason whatsoever, the said bonds shall not be issued or sold, Allen County Library shall not owe the Attorney any consideration for legal services in connection with the proposed issuance and sale of said bonds, except payment of any out-of-pocket expenses, (including the legal services referred to in the foregoing paragraph) it being the mutual intention of the parties that the fee to be charged by the Attorney for legal services in connection with the issuance and sale of said bonds is contingent on the issuance and sale of said bonds;

NOW, THEREFORE, IN CONSIDERATION OF the promises and conditions hereinafter set forth, the parties agree as follows:

1. Allen County Library hereby exclusively employs the Attorney to perform all legal services necessary to and incidental to the issuance and sale of certain bonds, being issued by Allen County Library, for the purpose of procuring funds for the purchase of an automated library system, including the computers and software therefor, as well as the construction and alteration of the library facilities to accommodate said equipment and to pay for the incidental expenses necessary to be incurred in connection therewith and on account of the issuance of the bonds therefor.

2. The Attorney hereby promises to do all acts necessary and to use his best efforts on behalf of Allen County Library, pursuant to the performance of all legal services necessary to and incidental to the issue and sale of the said bonds referred to above.

3. In consideration for the performance of said duties by the Attorney, Allen County Library hereby promises to pay to the Attorney for said legal services, consideration of Twenty Thousand Dollars ($20,000.00) to be represented by the sale of said bonds referred to above.

4. The parties mutually agree that the consideration to be paid to the Attorney for said legal services, all as provided above, shall be contingent on the issuance and sale of the said bonds referred to above, although the parties further mutually agree that the right of the Attorney to recover from Allen County Library, as the case may be, any advances or out-of-pocket expenditures made by the Attorney, in respect of the proposed issuance and sale of said bonds, shall not be contingent upon the issuance and sale of said bonds.

5. The provisions of this Agreement shall inure to the benefit of and be binding upon the personal representatives, successors, heirs, and assigns of each of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first-above written.

ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Rae Gates

Rae Gates, President

Alan McMahon

Zohrab Tazian

Patricia Beers

Mary Koehlinger

James Ganaway

Luann Beaman

BEERS, MALLERS, BACKS, SALIN & LARMORE

By: _____

William N. Salin
2200 Fort Wayne National Bank Bldg.
Fort Wayne, Indiana 46802
219/426-9706

ALLEN COUNTY
PUBLIC LIBRARY
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FORT WAYNE, INDIANA 46801

21 November 1985

To: All Members of the Board of Library Trustees

From: Steven Fortriede

Re: 26 November 1985 Regular Monthly Board Meeting

The November regular meeting of the Board of Library Trustees will be held on Tuesday 26 November 1985 at 3:00 p.m. in the Board Room of the Main Library. Please note the change from the regular Thursday meeting day to Tuesday afternoon because of the Thanksgiving Day holiday.

The agenda is a long one with a number of year-end housekeeping items. An update on the automation bonding petitions will be presented.

I look forward to meeting with you on Tuesday.

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EBSTER STREET
WAYNE, INDIANA
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ADDRESS: BOX 2270
AYNE, INDIANA 46801

Ashton
ctor

21 October 1985

Special Meeting
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday
24 October 1985
Directly following regular Board meeting
Board Room, Main Library

AGENDA

1. Executive session concerning personnel matters.

2. Other business.

3. Public session concerning personnel matters.

4. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

24 October 1985

The Board of Trustees of the Allen County Public Library met in a special executive meeting following the regular monthly meeting on Thursday 24 October 1985. All members of the Board were present. Mrs. Gates presided.

1. Executive session concerning personnel matters. The Board met in executive session to discuss personnel matters.

2. Public session concerning personnel matters. The Board opened the meeting to the public to announce that no decisions had been made in the selection of a new Director. The search is proceeding.

3. Adjournment. The Board adjourned.

EN COUNTY
IC LIBRARY
EBSTER STREET
WAYNE, INDIANA
: (219) 424-7241
ADDRESS: BOX 2270
AYNE, INDIANA 46801

Ashton
ctor

29 October 1985

Special Meeting
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
1 November 1985
3:30 p.m.
Board Room
Main Library

AGENDA

1. Executive session concerning personnel matters.

2. Public session concerning personnel matters.

3. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

1 November 1985

The Board of Library Trustees of the Allen County Public Library met in a special meeting at 3:30 p.m. on 1 November 1985. Members present: Rae Gates, Lu Ann Beaman, Mary Koehlinger, Zohrab Tazian, Alan McMahan, James Ganaway. Member absent: Patricia Beers. Mrs. Gates presided.

1. Executive session concerning personnel matters. The Board met in executive session to discuss personnel matters.

2. Public session concerning personnel matters. The Board opened the meeting to the public to announce that no decisions had been reached in the search for a Director. The search process is proceeding.

3. Approval of temporary fund transfer. The Board approved the transfer to the Operating Fund of a $25,000 portion of a tax distribution which had been received from the County Trasurer and had been placed in the Bond Fund. This transfer was made to cover our November payrolls and payback will occur by the end of November.

4. Adjournment. The Board adjourned.

EN COUNTY
LIC LIBRARY
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Ashton
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Agenda Item for Special Board Meeting
1 November 1985

APPROVAL OF TEMPORARY FUND TRANSFER

On 30 October the Library received a tax distribution from the County Treasurer. However, $25,000 of it went to the Bond Fund. We would like your approval, in order to cover our November payrolls, to transfer this money from the Bond Fund to the Operating Fund. Payback would occur by the end of November. This item is identical to the Bond and LIRF Fund Transfers approved at the regular September Board meeting.

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ADDRESS: BOX 2270
AYNE, INDIANA 46801

J Ashton
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18 November 1985

Special Meeting
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Wednesday
20 November 1985
3:30 p.m.
Board Room, Main Library

AGENDA

1. Executive session concerning personnel matters.

2. Public session concerning personnel matters.

3. Adjournment.

Note: Please note that the November regular monthly meeting of the Board of Library Trustees will be held on Tuesday, 26 November 1985 at 3:00 p.m. in the Board Room of the Main Library, due to the Thanksgiving holiday.

Minutes

ALLEN COUNTY PUBLIC LIBRARY

Board of Library Trustees

20 November 1985

The Board of Library Trustees of the Allen County Public Library met in a special meeting in the Board Room of the Main Library at 3:30 p.m. on Wednesday 20 November 1985. All members of the Board were present. Mrs. Gates presided.

1. Executive session concerning personnel matters. The Board met in executive session to discuss personnel matters.

2. Public session concerning personnel matters. The Board opened the meeting to the public to announce that there was no decision to announce in the search for a Director. The search process is proceeding.

3. Adjournment. The Board adjourned.

EN COUNTY
LIC LIBRARY
EBSTER STREET
WAYNE, INDIANA
2: (219) 424-7241
ADDRESS: BOX 2270
VAYNE, INDIANA 46801

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
26 November 1985
3:00 p.m.
Board Room, Main Library

1. Adoption of the agenda.

2. Approval of the minutes of the 24 October regular Board meeting.

3. Approval of the minutes of the 24 October special Board meeting.

4. Approval of the minutes of the 1 November special Board meeting.

5. Approval of the minutes of the 20 November special Board meeting.

6. Receipt of the 31 October 1985 financial statement. D. Lehman.

7. Report of the Acting Director:

   a. Library use through 31 October 1985.
   b. Activities in celebration of the 90th year of Library service to the community.
   c. Some extremely valuable books in the Library collection.
   d. The 1986 budget process to date and tomorrow.

8. Resolution to adjust spending authority for 1985.

9. Approval of proposal to pay the Treasurer an annual salary.

10. Approval of group health insurance plan for 1986. Insurance Committee.

11. Approval of application for federal grant to fund the PERiodical Source Index project. M. Clegg.

12. Update on petitions for bond issuance for library automation. S. Fortriede.

13. Clarification of the status of employees with regard to the Fair Labor Standards Act. C. Holly.

14. Approval of the following salaried appointments:

Charles Rutherfold	#480	Housekeeper, Housekeeping Services	1.0 fte	$9,630.57
Darlene Bockelman	#212	Clerk, Tecumseh Branch	.8 fte	$8,270.08

15. Approval of payment of the following bills:

November Accounts Payable	$278,278.00
Miscellaneous Checks (16 Oct. - 12 Nov.)	186,460.72
TOTAL	$464,738.72

16. Appointment of a committee to nominate officers for the Board of Library Trustees for 1986. Mrs. Gates.

17. Approval of proposed schedule of meetings for the Board of Library Trustees for 1986.

18. Approval of proposed schedule of holidays and closings for 1986.

19. Other business.

20. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

26 November 1985

The Board of Library Trustees of the Allen County Public Library met in regular monthly session at 3:00 p.m. on Thursday 26 November 1985 in the Board Room of the Main Library. Members present: Rae Gates, Mary Koehlinger, Lu Ann Beaman, Alan McMahan, Zohrab Tazian. Members absent: James Ganaway, Patricia Beers. Mrs. Gates presided.

1. Adoption of the agenda. The Board adopted the agenda as presented with the addition of one additional item to come under #19-Other business: Change order for telephone system contract.

2. Approval of the minutes of the 24 October regular Board meeting. The minutes were approved as circulated.

3. Approval of the minutes of the 24 October special Board meeting. The minutes were approved as circulated.

4. Approval of the minutes of the 1 November special Board meeting. The minutes were approved as circulated.

5. Approval of the minutes of the 20 November special Board meeting. The minutes were approved as circulated.

6. Receipt of the 31 October 1985 financial statement. Douglas Lehman presented the 31 October 1985 financial statement. The Board approved the report as presented.

7. Report of the Acting Director:

a. Circulation for the month of October was 211,308, up 12.1% over October of 1984. Circulation year-to-date is 2,182,674, up 11.9% over this same time last year. If circulation continues at this rate, it will be about 2,600,000 for the year.

b. The 90th Birthday Celebration of the Library was held on November 10. Approximately 5,500 people attended the pizza party sponsored by Noble Roman's, Coca Cola, and WMEE. 2731 pizzas were served, the largest carry-out order ever. Activities proceeded without any problems. The crowd was well-behaved. The Library is grateful to Noble Roman's, WMEE, and Coca Cola for their part in this special event at the Library.

A Homecoming reception was held on the November 20 for former employees of the Library. Over one hundred people attended this pleasant gathering to reminisce and renew acquaintances.

c. An appraiser was brought to the Library to look over some books in the Library collection. Many valuable books were designated. A set of books by Curtis (The North American Indian), for example, are valued at about $100,000.

d. The Library's budget was cut by the examiner by half a million dollars. We will be appealing for return of this amount. The use of the Library has gone up almost 200%, the budget only by 1.4%. Total service by the Library has gone up 144 times more than our buying power. If we do not get an increase in the money, we will have to make adjustments in our budget.

e. Other. Lincoln National Corporation has offered to match the first $10,000 of Friends membership funds this year.

8. A resolution was introduced to adjust the spending authority for 1985 to maintain a 3% of the budget cash carryover. The resolution passed.

9. Approval of proposal to pay the Treasurer an annual salary. Mr. McMahan moved to table this item until the December meeting. The motion carried.

10. Approval of group health insurance plan for 1986. Lu Ann Beaman, Chairman, presented the report of the Insurance Committee. Mrs. Beaman moved that the Board approve the renewal of health insurance contracts and approve the addition of shared-cost dental plans to the Library's total health benefit program. The resolution to approve the plan passed. Mr. Tazian suggested a study by the Compensation Committee to establish maximum precentage guidelines for benefits.

11. Approval of application for federal grant to fund the PERiodical Source Index project. Michael Clegg explained that the Genealogy Department has prepared an application to the Department of Education under a program for Strengthening Research Library Resources. The grant proposes to create an index to periodical literature in the field of genealogy and local history using our collection as the basis. The Board approved the application.

12. Update on petitions for bond issuance for library automation. Steven Fortriede explained that the petitions are in the Auditor's Office for verification. He asked that the Board hold a special meeting at 10 a.m. on December 5 to receive the petitions. Mr. Bernard Perry, the financial advisor, and Mr. Bill Fishering, the bonding advisor, would also attend this meeting. The Board agreed to hold this special meeting.

13. Clarification of the status of employees with regard to the Fair Labor Standards Act. Charlene Holly explained the three parts of the resolution pertaining to the length of the standard work week for employees of the Library and the classificiatons of positions which are exempt from the minimum wage and overtime pay provisions of the Act. The Board approved the resolution to clarify the status of employees. This item will be referred to the Compensation Committee for further study.

14. Approval of the following salaried appointments:

Charles Rutherford	#480	Housekeeper, Housekeeping Services	1.0 fte	$9.630.57
Darlene Bockelman	#212	Clerk, Tecumseh Branch	.8 fte	$8,270.08

The Board approved the appointments.

15. Approval of payment of the following bills:

November Accounts Payable	$278,278.00
Miscellaneous Checks (16 Oct. - 12 Nov.)	186,460.72
TOTAL	$464,738.72

Steven Fortriede certified that the bills and true and correct and are supported by appropriate documentation. The Board approved the payment of the bills.

16. Appointment of a committee to nominate officers for the Board of Library Trustees for 1986. Mrs. Gates appointed the following Nominating Committee: Patricia Beers, Chairman, Mary Koehlinger, and James Ganaway. The Nominating Committee will report on their nominations at the December meeting.

17. Approval of proposed schedule of meetings for the Board of Library

Trustees for 1986. The Board approved the schedule of meetings as presented.

18. Approval of proposed schedule of holidays and closing for 1986. The Board approved the proposed schedule of holidays and closings for 1986 as presented.

19. Other business. Steven Fortriede explained that a change in the telephone order was necessary. A different type instrument which would be more efficient to use was selected for use in the majority of telephone locations within the building. The Board approved the change in the order. Mr. Fortriede also explained how and when the changeover to the new telephone system would occur. He said that a series of meetings would be held to familiarize staff with the new system.

20. Adjournment. The Board adjourned.

FS#002 15-Nov-85

Allen County Public Library
Financial Services Division-October Summary

Fund Balance Summary:

I am happy to report that, as of 31 October, all of the Library's funds had a positive balance. That situation was accomplished by borrowing on two different levels. We have borrowed from ourselves where possible. As of 15 November, we owe the bond fund $49,392.27 and the LIRF fund $176,927.98. Outside of the Library, we have drawn on our line of credit at Anthony Wayne Bank. The current outstanding balance there is $275,500. We expect our large tax payment from the county Treasurer on either 27 or 29 November. This will alleviate our cash flow problems until February. In January we will be asking the Board to bid the line of credit again. Whether we bid it for six months or a full year will depend on the outlook for interest rates at that time.

Operating Fund Statement of Expenditures:

The items in parentheses in the far right-hand column are the budget lines that have been overspent year-to-date. They are summarized below:

Account	Title	Overspent	Source of Funding
119	Temp wages	$ 20,651.00	112-Salaries
311	Consulting	27,563.79	124-Grp Insurance
323	Travel Exp	2,886.18	324-Training & Dev
332	Printing	2,163.33	392-Interest Exp
396	Computer Serv	8,733.84	392-Interest Exp
397	Photographic	2,019.27	392-Interest Exp
	Total	$64,017.41	

We have spent 74.71% of our 1985 budget through ten months. That is 0.73% above the total at this same in 1984.

Income Summary:

While certain of our income items, such as parking revenues and extended use fees, are showing strong year-to-year gains, the overall picture is not as good. Non-tax items through 31 October are 1.88% below 1984 and total income is only 2.5% above 1984. The absence of revenue from the local cable TV operator, now Comcast, is a significant item. That item represented $60,000 in 1984. Property tax collections are significantly slower than normal. However, this has been partially offset by higher auto excise dollars.

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ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

	DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BORROW	LSCA RETROCON	PAYROLL FUND	ALL FUNDS
1984	JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
	JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
	FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
	MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
	APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
	MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
	JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
	JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
	AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
	SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67
	OCT 31	396,782.36	637.10	200.00	45,708.71	89,018.98	26,089.55	25.00	2,772.58	6,703.68	2,365.45	942.60	0.00	0.00	0.00	22,287.19	593,533.20
	NOV 30	789,701.96	1,212.10	200.00	145,708.71	89,018.98	25,989.55	100.00	2,772.58	2,421.02	2,365.45	852.76	0.00	0.00	0.00	50,947.26	1,111,290.37
	DEC 31	649,042.52	1,828.10	200.00	185,365.29	206,499.98	25,989.55	10.00	2,809.51	2,924.09	2,365.45	(1,049.10)	0.00	0.00	0.00	49,989.53	1,125,974.92
1985	JAN 31	338,884.12	1,236.10	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	2,934.06	0.00	1,053.62	0.00	0.00	0.00	21,743.54	581,341.22
	FEB 28	46,336.65	1,374.00	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	5,382.47	0.00	(561.96)	0.00	0.00	0.00	27,875.67	295,896.61
	MAR 31	69,024.81	1,139.00	500.00	10,377.79	192,313.98	0.00	10.00	2,846.11	6,666.54	0.00	612.87	10,925.00	4,454.00	(6,331.80)	0.00	292,538.30
	APR 30	(51,169.39)	921.00	866.25	10,377.79	192,313.98	0.00	95.00	2,846.11	6,214.15	0.00	(1,512.94)	0.00	4,454.00	(52,202.30)	0.00	113,203.65
	MAY 31	838,701.01	1,168.00	876.25	156,377.79	192,313.98	0.00	65.00	2,846.11	5,451.80	0.00	339.47	0.00	4,454.00	0.10	0.00	1,202,593.51
	JUN 30	902,526.82	1,514.00	888.25	192,992.27	192,313.98	0.00	55.00	2,883.60	5,410.61	0.00	961.72	0.00	4,454.00	0.10	0.00	1,304,000.35
	JUL 31	444,531.61	860.00	888.25	11,392.27	176,927.98	0.00	40.00	2,883.60	5,387.92	0.00	887.39	0.00	4,454.00	0.10	0.00	648,253.12
	AUG 31	250,763.74	1,405.00	888.25	24,392.27	176,927.98	0.00	125.00	2,883.60	5,690.47	0.00	934.24	0.00	4,454.00	0.10	0.00	468,464.65
	SEP 30	85,920.03	943.00	873.25	0.00	0.00	0.00	100.00	2,922.01	4,831.44	0.00	(1,992.24)	0.00	0.00	0.10	0.00	93,597.59
	OCT 31	170,377.22	638.00	873.25	25,000.00	0.00	0.00	80.00	2,922.01	4,251.11	0.00	557.86	0.00	0.00	0.10	0.00	204,699.55
	NOV 30																0.00
	DEC 31																0.00
1986	JAN 01																0.00

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ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES 08-Nov-85

	DATE	SUMMIT BANK	CERTIFICATES OF DEPOSIT	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
1984	JAN 01	841,633.07		2,665.45	200.00	300.00		844,798.52
	JAN 31	314,920.52		2,665.45	200.00	300.00		318,085.97
	FEB 29	15,591.39		2,665.45	200.00	300.00	1,650.40	20,407.24
	MAR 31	594,052.13		2,700.56	200.00	300.00	2,507.65	599,760.34
	APR 30	848,710.03		2,700.56	200.00	300.00	1,511.65	853,422.24
	MAY 31	1,123,355.05		2,700.56	200.00	70.00	1,344.10	1,127,669.71
	JUN 30	829,541.32		2,736.14	200.00	50.00	1,313.65	833,841.11
	JUL 31	483,064.53		2,736.14	200.00	5.00	1,040.10	487,045.77
	AUG 31	159,173.62		2,736.14	200.00	75.00	1,256.10	163,440.86
	SEP 30	153,844.99		2,772.58	200.00	50.00	1,292.10	158,159.67
	OCT 31	589,898.52		2,772.58	200.00	25.00	637.10	593,533.20
	NOV 30	1,107,005.69		2,772.58	200.00	100.00	1,212.10	1,111,290.37
	DEC 31	1,121,127.31		2,809.51	200.00	10.00	1,828.10	1,125,974.92
1985	JAN 31	377,085.61	200,000.00	2,809.51	200.00	10.00	1,236.10	581,341.22
	FEB 28	91,503.10	200,000.00	2,809.51	200.00	10.00	1,374.00	295,896.61
	MAR 31	88,043.19	200,000.00	2,846.11	500.00	10.00	1,139.00	292,538.30
	APR 30	(91,524.71)	200,000.00	2,846.11	866.25	95.00	921.00	113,203.65
	MAY 31	997,638.15	200,000.00	2,846.11	876.25	65.00	1,168.00	1,202,593.51
	JUN 30	1,098,659.50	200,000.00	2,883.60	888.25	55.00	1,514.00	1,304,000.35
	JUL 31	443,581.27	200,000.00	2,883.60	888.25	40.00	860.00	648,253.12
	AUG 31	463,162.80	0.00	2,883.60	888.25	125.00	1,405.00	468,464.65
	SEP 30	88,759.33	0.00	2,922.01	873.25	100.00	943.00	93,597.59
	OCT 31	200,186.29	0.00	2,922.01	873.25	80.00	638.00	204,699.55
	NOV 30							0.00
	DEC 31							0.00
1986	JAN 01							0.00

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

S/A DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
112 SALARIED EMPLOYEES	2,297,300.00	162,242.93	163,369.78	245,685.19	162,477.44	160,817.90	156,502.42	153,900.33	155,735.55			1,684,651.18	38.84		73.33	612,648.82
115 HOURLY EMPLOYEES	503,900.00	38,245.71	37,854.11	57,619.27	42,556.48	41,542.30	41,810.45	39,710.46	40,339.77			415,943.12	9.59		82.54	87,956.88
117 SUMMER EMPLOYEES	83,100.00	42.25	0.00	3,545.94	20,461.90	23,611.15	22,599.09	3,562.74	206.04			74,029.11	1.71		89.08	9,070.89
119 TEMPORARY EMPLOYEES	0.00	2,144.99	3,327.19	2,208.68	2,194.73	3,206.84	2,619.72	1,268.56	775.68			20,651.00	0.48			(20,651.00)
110 TOTAL WAGES & SALARIES	2,884,300.00	202,675.88	204,551.08	309,059.08	227,690.55	229,178.19	223,531.68	198,442.09	197,057.04	0.00	0.00	2,195,274.41	50.61	7.55	76.11	689,025.59
121 EMPLOYER FICA	203,000.00	14,366.69	13,092.77	14,471.92	22,685.13	16,343.97	16,283.18	14,963.79	14,026.55			161,569.27	3.72	8.44	79.59	41,430.73
122 UNEMPLOYMENT COMP	8,000.00	330.98	421.07	1,072.00	643.00	192.00	191.00	278.92	363.96			4,357.93	0.10	(54.34)	54.47	3,642.07
123 EMPLOYER PERF	103,000.00	0.00	8,355.14	0.00	0.00	25,314.60	343.00	0.00	20,957.14			75,654.01	1.74	7.84	73.45	27,345.99
124 GROUP INSURANCE	174,149.00	15,634.72	7,677.98	17,771.19	9,625.42	7,874.23	15,707.14	8,762.77	7,314.24			112,590.20	2.60	8.36	64.65	61,558.80
120 TOTAL BENEFITS	488,149.00	30,332.39	29,546.96	33,315.11	32,953.55	49,724.80	32,524.32	24,005.48	42,661.89	0.00	0.00	354,171.41	8.16	6.49	72.55	133,977.59
TOTAL PERSONAL SERVICES	3,372,449.00	233,008.27	234,098.04	342,374.19	260,644.10	278,902.99	256,056.00	222,447.57	239,718.93	0.00	0.00	2,549,445.82	58.77	7.40	75.60	823,003.18
212 PRINTING SUPPLIES	30,000.00	5,783.86	5,894.31	3,265.68	3,600.61	928.06	2,732.60	2,003.62	3,376.62			29,086.51	0.67		96.96	913.49
213 OFFICE STATIONERY	20,000.00	2,121.35	1,528.34	676.32	513.77	2,205.90	6,676.90	645.21	1,367.36			16,073.01	0.37	(4.31)	80.37	3,926.99
210 OFFICE SUPPLIES	50,000.00	7,905.21	7,422.65	3,942.00	4,114.38	3,133.96	9,409.50	2,648.83	4,743.98	0.00	0.00	45,159.52	1.04	12.22	90.32	4,840.48
221 CLEANING SUPPLIES	20,000.00	3,114.23	997.29	427.67	1,128.55	1,305.40	643.04	619.54	1,272.43			11,273.65	0.26	40.62	56.37	8,726.35
222 FUEL, OIL, & LUBRICANTS	40,000.00	3,313.29	2,773.04	1,020.53	1,157.50	1,080.22	2,106.05	1,265.85	512.90			16,965.15	0.39	(32.95)	42.41	23,034.85
223 OTHER SUPPLIES	95,000.00	7,281.81	10,706.85	5,838.46	12,127.41	23,249.55	6,785.31	7,058.34	4,932.62			86,507.54	1.99	46.87	91.06	8,492.46
220 OPERATING SUPPLIES	155,000.00	13,709.33	14,477.18	7,286.66	14,413.46	25,635.17	9,534.40	8,943.73	6,717.95	0.00	0.00	114,746.34	2.65	24.43	74.03	40,253.66
231 BUILDING SUPPLIES	33,000.00	60.75	297.25	1,371.55	735.56	2,679.05	1,840.71	1,065.83	3,582.55			11,856.84	0.27	(74.69)	35.93	21,143.16
233 REPAIR PARTS/SUPPLIES	16,000.00	1,296.13	1,097.92	1,172.26	2,874.37	(199.77)	2,379.69	2,636.45	2,026.59			14,305.75	0.33	(15.46)	89.41	1,694.25
230 MAINTENANCE SUPPLIES	49,000.00	1,356.88	1,395.17	2,543.81	3,609.93	2,479.28	4,220.40	3,702.28	5,609.14	0.00	0.00	26,162.59	0.60	(58.97)	53.39	22,837.41
TOTAL SUPPLIES	254,000.00	22,971.42	23,295.00	13,772.47	22,137.77	31,248.41	23,164.30	15,294.84	17,071.07	0.00	0.00	186,068.45	4.29	(5.18)	73.26	67,931.55
311 CONSULTING SERVICES	20,000.00	6,781.53	5,835.36	3,569.59	2,104.89	2,222.22	6,999.27	9,490.48	10,321.25			47,563.79	1.10	134.25	237.82	(27,563.79)
312 BUILDING SERVICES	10,000.00	0.00	994.00	0.00	500.00	994.00	0.00	0.00	1,812.00			5,740.00	0.13	30.98	57.40	4,260.00
313 LEGAL SERVICES	4,000.00	362.50	0.00	1.00	39.00	182.00	0.00	0.00	37.50			771.50	0.02	(15.82)	19.29	3,228.50
314 OTHER PROFESSIONAL	3,500.00	205.60	5.00	255.00	247.60	541.00	410.00	367.63	370.06			2,586.40	0.06	4.31	73.90	913.60
310 PROFESSIONAL SERVICES	37,500.00	7,349.63	6,834.36	3,825.59	2,891.49	3,939.22	7,409.27	9,858.11	12,540.81	0.00	0.00	56,661.69	1.31	101.76	151.10	(19,161.69)
321 TELECOMMUNICATIONS	80,000.00	4,654.27	4,500.34	5,619.40	710.96	5,525.06	7,515.94	5,366.07	4,315.48			45,742.61	1.05	4.66	57.18	34,257.39
322 POSTAGE	48,000.00	5,413.28	363.14	5,255.66	5,230.59	5,660.57	5,393.39	1,379.44	3,325.73			37,511.97	0.86	44.41	78.15	10,488.03
323 TRAVEL EXPENSE	13,000.00	454.39	1,423.40	2,762.09	2,444.43	3,612.45	2,028.10	759.56	1,417.44			15,886.18	0.37	58.74	122.20	(2,886.18)
324 TRAINING & DEVELOPMENT	11,000.00	833.00	1,198.50	888.95	2,075.50	75.00	990.00	947.32	591.10			8,106.87	0.19	7.16	73.70	2,893.13
325 FREIGHT	300.00	60.60	70.00	0.00	126.52	0.00	0.00	0.00	0.00			299.25	0.01	(33.88)	99.75	0.75
320 COMMUNICATION SERVICES	152,300.00	11,415.54	7,555.38	14,526.10	10,588.00	14,873.08	15,927.43	8,452.39	9,649.75	0.00	0.00	107,546.88	2.48	22.62	70.62	44,753.12
331 ADVERTISING	2,200.00	16.00	366.95	309.95	0.00	40.00	66.20	512.90	37.00			1,846.30	0.04	150.37	83.92	353.70
332 OUTSIDE PRINTING	1,500.00	674.50	1,224.12	4,766.43	213.05	276.57	(4,395.61)	72.50	385.35			3,663.33	0.08	93.35	244.22	(2,163.33)
330 PRINTING & ADVERTISING	3,700.00	690.50	1,591.07	5,076.38	213.05	316.57	(4,329.41)	585.40	422.35	0.00	0.00	5,509.63	0.13	109.33	148.91	(1,809.63)
342 INSURANCE	38,000.00	(40.00)	0.00	971.00	909.00	30.00	0.00	2,779.00	7,215.00			12,104.00	0.28		31.85	25,896.00
340 TOTAL INSURANCE	38,000.00	(40.00)	0.00	971.00	909.00	30.00	0.00	2,779.00	7,215.00	0.00	0.00	12,104.00	0.28	(57.71)	31.85	25,896.00
351 UTILITIES-NATURAL GAS	93,000.00	11,315.12	15,841.57	3,835.28	1,263.63	323.14	1,541.62	1,900.59	1,316.10			57,410.40	1.32	(3.26)	61.73	35,589.60
352 UTILITIES-ELECTRIC	274,000.00	22,975.05	19,399.20	22,560.98	22,463.96	24,977.09	25,323.49	25,995.26	24,486.85			226,133.30	5.21	9.03	82.53	47,866.70
353 UTILITIES-WATER	7,000.00	379.39	286.79	37.25	650.39	523.74	613.78	545.83	500.66			4,005.25	0.09	(9.11)	57.22	2,994.75
354 WASTE DISPOSAL	7,000.00	287.54	508.87	126.42	569.97	385.90	522.17	2,729.62	729.97			6,353.09	0.15	11.62	90.76	646.91
350 UTILITY SERVICES	381,000.00	34,957.10	36,036.43	26,559.93	24,947.95	26,209.87	28,001.06	31,171.30	27,033.58	0.00	0.00	293,902.04	6.78	6.16	77.14	87,097.96

FS#040

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

08-Nov-85

S/A DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
361 BUILDINGS-REPAIR	107,000.00	6,552.45	3,789.46	2,103.45	3,887.98	10,935.72	9,923.85	6,333.42	9,000.91			61,555.01	1.42	(39.84)	57.53	45,444.99
362 EQUIPMENT SERVICE	50,000.00	3,465.38	3,713.96	7,023.74	5,646.11	6,467.64	3,504.84	1,797.05	1,642.31			38,615.63	0.89	(47.13)	77.23	11,384.37
363 SERVICE ON CONTRACT	50,000.00	8,317.48	5,749.04	4,236.63	2,828.17	4,071.47	2,905.38	4,657.17	2,120.58			37,789.42	0.87	(78.45)	75.58	12,210.58
360 REPAIR & MAINTENANCE	207,000.00	18,335.31	13,252.46	13,363.82	12,362.26	21,474.83	16,334.07	12,787.64	12,763.80	0.00	0.00	137,960.06	3.18	(21.33)	66.65	69,039.94
371 BUILDING RENTAL	5,000.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00			2,000.00	0.05	0.00	40.00	3,000.00
372 EQUIPMENT RENTAL	17,000.00	720.11	1,026.02	767.60	666.33	1,110.88	499.94	1,196.64	2,289.42			9,442.91	0.22	9.49	55.55	7,557.09
370 TOTAL RENT	22,000.00	920.11	1,226.02	967.60	866.33	1,310.88	699.94	1,396.64	2,489.42	0.00	0.00	11,442.91	0.26	7.70	52.01	10,557.09
391 DUES & MEMBERSHIPS	6,000.00	165.00	4,296.75	0.00	64.32	0.00	70.00	0.00				4,872.07	0.11	679.53	81.20	1,127.93
392 LOAN INTEREST	30,000.00	0.00	0.00	5,931.60	0.00	0.00	0.00	0.00				5,931.60	0.14	(50.05)	19.77	24,068.40
394 LIRF TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00			0.00
395 BINDERY SERVICES	35,000.00	2,929.29	2,496.95	1,200.22	5,341.29	1,111.37	1,460.41	4,660.21	1,413.83			23,664.90	0.55	39.62	67.61	11,335.10
396 COMPUTER SERVICES	66,000.00	10,661.70	5,023.23	7,220.34	8,286.45	9,023.76	10,834.79	10,393.17	9,373.03			74,733.84	1.72	95.55	113.23	(8,733.84)
397 PHOTOGRAPHIC SERVICES	3,000.00	432.21	856.52	215.90	856.89	492.05	949.26	317.27	32.61			5,019.27	0.12	765.00	167.31	(2,019.27)
398 PROPERTY TAXES	3,000.00	0.00	1,346.40	0.00	0.00	0.00	0.00	0.00				1,346.40	0.03	6.94	44.88	1,653.60
390 OTHER SERVICES	143,000.00	14,188.20	14,019.85	14,568.06	14,548.95	10,627.18	13,314.46	15,370.65	10,819.47	0.00	0.00	115,568.08	2.66	66.27	80.82	27,431.92
OTHER SERVICES & CHARGES	984,500.00	87,816.39	80,515.57	79,858.48	67,327.03	78,781.63	77,356.82	82,401.13	82,934.18	0.00	0.00	740,695.29	17.08	9.03	75.24	243,804.71
440 FURNITURE & EQUIPMENT	95,269.00	45,797.39	1,825.70	13,685.05	21,518.41	1,821.23	2,365.00	369.99	4,074.77			93,384.07	2.15	59.72	98.02	1,884.93
451 BOOKS	776,000.00	45,911.33	54,751.50	75,680.86	68,059.20	85,347.86	87,610.51	63,459.22	74,924.10			628,087.52	14.48	29.75	80.94	147,912.48
452 PERIODICALS	202,900.00	6,300.60	3,715.60	14,974.84	729.02	6,035.07	4,996.11	7,413.87	10,364.88			64,576.53	1.49	(1.04)	31.83	138,323.47
453 NONPRINT MATERIALS	121,100.00	4,991.52	2,929.56	21,279.57	7,101.86	6,570.07	10,291.93	9,561.02	7,539.80			75,596.35	1.74	25.06	62.42	45,503.65
450 TOTAL LIBRARY MATERIAL	1,100,000.00	57,203.45	61,396.66	111,935.27	75,890.08	97,953.00	102,898.55	80,434.11	92,828.78	0.00	0.00	768,260.40	17.71	25.99	69.84	331,739.60
TOTAL CAPITAL OUTLAYS	1,195,269.00	103,000.84	63,222.36	125,620.32	97,408.49	99,774.23	105,263.55	80,804.10	96,903.55	0.00	0.00	861,644.47	19.86	28.94	72.09	333,624.53
TOTAL OPERATING FUND	5,806,218.00	446,796.92	401,130.97	561,625.46	447,517.39	488,707.26	461,840.67	400,947.64	436,627.73	0.00	0.00	4,337,854.03	100.00	10.73	74.71	1,468,363.97

FS#160 ALL FUNDS ALLEN COUNTY PUBLIC LIBRARY COPIES: 22 08-Nov-85

MISCELLANEOUS INCOME SUMMARY--1985

G/L# S/A#	DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	YTD%	V% 1984
10 5101	BOND-AUTO EXCISE	0.00	0.00	0.00	0.00	9,000.00	4,464.04	0.00	13,000.00	0.00	10,000.00			36,464.04	0.96	51.19
10 5102	BOND-PROPERTY	0.00	0.00	0.00	0.00	137,000.00	29,398.86	0.00	0.00	0.00	15,000.00			181,398.86	4.77	(1.09)
10 5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,751.58	0.00	0.00	0.00	0.00			2,751.58	0.07	0.81
10 5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	
	BOND-TOTAL	0.00	0.00	0.00	0.00	146,000.00	36,614.48	0.00	13,000.00	0.00	25,000.00	0.00	0.00	220,614.48	5.80	4.93
10 5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	0.00	122,000.00	61,461.92	0.00	182,000.00	0.00	130,000.00			495,461.92	13.02	47.82
10 5106	OPERATING-PROPERTY	0.00	0.00	0.00	0.00	1,873,000.00	394,365.42	0.00	0.00	0.00	200,000.00			2,467,365.42	64.84	(2.65)
10 5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,493.11	0.00	0.00	0.00	0.00			37,493.11	0.99	0.94
10 5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	
	OPERATING-TOTAL	0.00	0.00	0.00	0.00	1,995,000.00	493,320.45	0.00	182,000.00	0.00	330,000.00	0.00	0.00	3,000,320.45	78.85	3.22
	LOCAL TAX REVENUES	0.00	0.00	0.00	0.00	2,141,000.00	529,934.93	0.00	195,000.00	0.00	355,000.00	0.00	0.00	3,220,934.93	84.65	3.33
11 5111	PHOTOCOPYING FEES	6,593.48	7,029.97	8,225.00	9,190.47	7,975.38	7,009.17	9,199.17	7,999.25	8,630.55	8,180.34			80,032.78	2.10	0.99
12 5121	EXTENDED USE FEES	8,881.33	7,771.11	7,927.12	8,776.62	9,920.13	8,169.45	8,348.11	7,651.80	7,066.75	7,591.03			82,103.45	2.16	13.52
13 5131	GRANTS	3,993.00	0.00	61,435.00	0.00	61,901.00	2,621.00	4,884.00	2,048.00	0.00	4,980.00			141,862.00	3.73	2.35
14 5141	PARKING LOTS	6,986.07	9,285.06	9,210.77	9,571.90	9,118.74	9,138.36	9,166.67	9,166.67	9,166.67	9,166.67			89,977.58	2.36	29.23
15 5151	RENT---TRI-ALSA	916.06	908.16	1,035.25	832.82	953.36	993.51	898.90	1,772.82	0.00	848.90			9,159.78	0.24	10.67
15 5152	RENT---SERVICE CENTER	825.00	825.00	825.00	825.00	825.00	825.00	825.00	825.00	825.00	500.00			7,925.00	0.21	(11.94)
15 5153	RENT---OTHER	20.00	30.00	60.00	70.00	10.00	125.00	20.00	10.00	744.00	110.00			1,199.00	0.03	(5.93)
	TOTAL RENT	1,761.06	1,763.16	1,920.25	1,727.82	1,788.36	1,943.51	1,743.90	2,607.82	1,569.00	1,458.90	0.00	0.00	18,283.78	0.48	(1.44)
16 5161	GIFTS-UNRESTRICTED	45.10	62.96	2.30	19.13	13.50	1.45	27.71	14.51	27.19	5.05			218.90	0.01	(48.38)
16 5162	GIFTS-GENEALOGY CLASS	0.00	0.00	1,440.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			1,440.00	0.04	(40.00)
16 5163	GIFTS-RESTRICTED	0.00	20.00	55.00	46.12	45.53	156.25	15.00	306.00	15.40	16.45			675.75	0.02	(95.51)
16 5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	
	TOTAL GIFTS	45.10	82.96	1,497.30	65.25	59.03	157.70	42.71	320.51	42.59	21.50	0.00	0.00	2,334.65	0.06	(86.94)
17 5171	INTEREST	5,826.59	3,665.95	1,346.74	4,371.92	7,510.14	1,521.09	12,678.32	5,075.22	2,531.14	648.82			45,175.93	1.19	(17.33)
18 5181	SUBSCRIPTION CARDS	180.00	160.00	140.00	280.00	101.50	120.00	160.00	60.00	120.00	280.00			1,601.50	0.04	29.15
19 5191	CABLE ACCESS REVENUE	0.00	0.00	0.00	44,283.28	0.00	0.00	171.00	0.00	0.00	0.00			44,454.28	1.17	(25.91)
19 5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	431.78	0.00	0.00			1,431.78	0.04	6.52
19 5193	MILEAGE	111.84	55.20	49.20	49.20	49.20	49.20	0.00	0.00	0.00	0.00			363.84	0.01	(41.34)
19 5194	ACPL PUBLICATIONS	14.00	4.00	31.00	104.50	0.40	11.00	11.60	15.00	100.50	78.50			370.50	0.01	10.96
19 5195	RESEARCH SERVICES	483.40	391.06	432.90	384.46	302.04	365.51	308.70	532.81	592.74	264.01			4,057.63	0.11	66.59
19 5196	EQUIPMENT DAMAGES	357.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			357.88	0.01	
19 5197	PAY PHONES	23.35	37.24	46.91	71.66	46.30	12.94	36.88	31.21	29.44	28.63			364.56	0.01	21.76
19 5198	LOST/DAMAGED MATERIAL	155.77	697.24	530.29	725.51	873.82	744.67	406.22	801.94	751.50	599.58			6,286.54	0.17	224.97
19 5199	REFUNDS	291.75	293.79	232.35	3,567.28	270.92	72.22	97.51	1.69	60.25	7.11			4,894.87	0.13	150.18
19 5201	INTERGOVERNMAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51,700.12	0.00	0.00			51,700.12	1.36	(26.32)
19 5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	
19 5205	INSURANCE CLAIMS	0.00	0.00	0.00	611.00	0.00	0.00	307.00	0.00	0.00	0.00			918.00	0.02	(58.72)
19 5300	OTHER INCOME	232.43	166.64	4,636.98	261.29	132.41	275.94	1,188.20	253.28	276.79	148.46			7,572.42	0.20	299.79
	TOTAL OTHER INCOME	1,670.42	1,645.17	5,959.63	50,058.18	1,675.09	2,531.48	2,527.11	53,767.83	1,811.22	1,126.29	0.00	0.00	122,772.42	3.23	(14.27)
	NON-TAX TOTALS	35,937.05	31,403.38	97,661.81	84,042.16	100,049.37	33,211.76	48,749.99	88,697.10	30,937.92	33,453.55	0.00	0.00	584,144.09	15.35	(1.88)
	TOTAL INCOME	35,937.05	31,403.38	97,661.81	84,042.16	2,241,049.37	563,146.69	48,749.99	283,697.10	30,937.92	388,453.55	0.00	0.00	3,805,079.02	100.00	2.50

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AGENDA ITEM 8
Requested Action: Adoption of Resolution

RESOLUTION TO ADJUST SPENDING AUTHORITY

During our local budget review hearing on November 13, the examiner asked for this resolution by the Board.

Every year, we carry over into the following year some amount of unspent cash which represents budget lines overestimated or underspent, items ordered but not yet paid for, unexpected revenue during the year, and a planned cash cushion which provides starting monies for the following year. This cash carryover is then considered as an income item for budgeting during the following year.

With improved accounting and reporting of expenses, we are better able to predict expenses and income items, allocate and track encumbrances, and reduce borrowing. This has allowed us to reduce the carryover cash from $500,000 in 1983-84 and $649,000 in 1984-85 to our target figure of $174,000 in 1985-86. In future years, we will try to maintain the carryover amount at 3% of the budget.

One result of the reduced cash cushion is that, in 1985, for the first time in memory, we have enough spending authority (budget) to spend all of the available cash. In fact, we have intended not to do so in order to maintain the 3% cash carryover. The examiner expressed admiration for our good intentions, but requested a Board resolution to formalize them. This resolution, attached, takes the form of a reduction in the appropriation for 1985 spending.

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RICHARD J. Ashton
Director

AGENDA ITEM 8
Requested Action: Approval of Resolution

RESOLUTION TO LOWER 1985 OPERATING FUND SPENDING AUTHORITY

This is requested as a result of a 13 November 1985 hearing with the local Tax Control Board Examiner Glenn Albright. It avoids further reductions in our 1986 budget.

Existing 1986 reductions are:

Appropriation	Title	Reduction
112	Salaries	$95,486
124	Group Insurance	40,000
394	Transfer to LIRF	125,000
440	Equipment	40,000
451	Books	50,000
TOTAL		$350,486.

Necessary 1985 reductions:

Appropriation	Title	Reduction
112	Salaries	$170,000.

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AGENDA ITEM 9
Requested Action: Approval of proposal

PROPOSAL TO PAY TREASURER OF THE BOARD AN ANNUAL SALARY

The Treasurer of the Board, unlike any other Board member or employee, has an additional responsibility imposed by state regulations: The Treasurer is personally liable for any shortage of funds, defalcations, incorrect or improper payments, or other charges incurred by the Library, whether deliberate or not and whether the Treasurer has any knowledge of the matter or not.

Through bonding and insurance the Board has reduced the vulnerability of the Treasurer to the minimum possible amount which is currently $2,500. We propose that the Board eliminate the remaining liability by resolving to pay the Treasurer of the Library a salary which will, after deductions, provide a net amount of $2,500 for the Treasurer of the Board. This will require an amendment to the Authorized Staffing Table and an annual review, beginning in 1986, of the amount.

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Ashton
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AGENDA ITEM 10
Requested Action: Resolution to approve the renewal of health insurance contracts and to approve the addition of shared-cost dental plans to the Library's total health benefit program.

The staff asks that the Board of Library Trustees approve the following items for the 1985-1986 health care program for Library staff members:

1. Renewal of contracts with Blue Cross/Blue Shield, MetroHealth, and Physicians Health Plan. The following proposed monthly premium rates reflect a 5% decrease for Blue Cross/Blue Shield, an average 6.85% increase for MetroHealth, and 2% increase for Physicians Health Plan programs:

	Single	Family
Blue Cross/Blue Shield	$59.80	$156.50
MetroHealth	69.77	185.89
Physicians Health Plan	69.54	190.65

The Library would continue its policy of paying 100% of a single membership except for a $1.00 per year contribution from each member. Staff members subscribing to a employee and dependent membership would continue to pay the difference between the two rates.

2. Approval of the addition of a dental option to each of the three health plans:

	Employee	Employee & Spouse	Employee & Children	Employee & Dependents
Dentacare Blue Cross/Blue Shield	$6.25	$13.32	$15.01	$18.70
MetroHealth	7.01			14.96
Physicians Health Plan	6.53			15.18

The Library would pay 50% of each staff member's membership. Based on current participation in the health plans, the Library's share of the dental plan costs would be $6500. In order to avoid adverse selection Physicians Health Plan requires a 50% contribution from the employer. Dentacare will give lower rates and a three year rate guarantee if the employer participates in sharing the cost of membership while MetroHealth requires no contribution. Therefore,

the Library's share of the cost of a single membership would range from $3.13 to $3.51 per month. The Library's share of the cost of an employee and dependent membership would range from $6.16 to $9.35 per month.

These three plans are all based on the HMO concept. Included and primary in the HMO concept are two beliefs: accessible, affordable preventive health care results in fewer and less serious problems, and cost effective, quality medical care can be delivered when participating providers agree to cost conscious and thoughtful methods of treatment.

There are many similarities and a few differences among the benefits these three plans offer. The Blue Cross/Blue Shield plan Dentacare is a free standing plan. This means that staff members may choose Dentacare regardless of which other health plan they take. Dentacare will provide cleanings, x-rays, and other routine preventive work at 100%. Other restorative work entails a variety of co-payments by the insured. The more expensive work requires higher co-payments with orthodontia to age 19 only requiring a co-payment of $1150. There is a maximum of $1000 for fee-for-service work. MetroHealth has a plan similar to the Dentacare arrangement without orthodontia. The maximum benefit per year is $500. Because Physicians Health Plan is a young company and new to the dental care business, its plan is limited and will provide 100% of the cost of two cleanings and one set of x-rays per year. It will not cover any other dental work.

The addition of this dental option will increase the ability of the Library staff to obtain adequate health care at rates which are proportionate to their income. By approving this benefit the Library will be providing a benefit which far exceeds the minimal cost which the Library will incur.

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. Ashton
ector

AGENDA ITEM 11
Requested Action: Approval of Application

APPLICATION FOR FEDERAL GRANT TO FUND THE PERIODICAL SOURCE INDEX PROJECT

The staff of the Genealogy Department has prepared a grant application to the Department of Education under a program for Strengthening Research Library Resources. The grant proposes to create an index to periodical literature in the field of genealogy and local history using our collection as the basis. Grant proceeds would be used to hire temporary staff for data entry and to purchase some microcomputer equipment. Some funds are also included to cover printing costs. A second-year grant would provide funds to complete data entry and printing.

There is a potential cash source for the Library as a result of this project. The completed index, with an estimated 200,000 entries, will become immediately a standard reference work for genealogical and historical societies and large libraries. We would expect as much as $500,000 in income from sales of the index over a period of several years.

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Agenda Item 13
Request Action: Adoption of Resolution to clarify the status of employees with regard to the Fair Labor Standards Act

RESOLUTION TO CLARIFY THE STATUS OF EMPLOYEES WITH REGARD TO THE FAIR LABOR STANDARDS ACT

This resolution has three parts:

Part I

The length of the standard work week for employees of the Allen County Public Library is 40 hours.

Part II

The work week is seven days beginning with the start of the third shift on Saturday.

Part III

The following positions fall into the three classifications of positions which are exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act:

Executive
Grades 9, 8, and 7

Administrative
Grade E positions such as small branch manager, division assistant, and assistant department manager.

Professional
Librarians, para-professionals, and other staff working in Grade E positions with similar responsibilities but without library-specific training.

Positions in Grades 1, 2, 3, and 4 are non-exempt positions and are subject to the minimum wage and overtime pay provisions of the Fair Labor Standards Act.

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AGENDA ITEM 17
Proposed Action: Approval of Proposed Schedule

PROPOSED SCHEDULE OF BOARD MEETINGS FOR 1986

All meetings are schedule for the fourth Thursday of the month at 3:00 p.m., except as otherwise noted:

Date	Location
23 January	Main Library
27 February	Main Library
27 March	Main Library
24 April	Georgetown Branch
22 May	Monroeville Branch
26 June	Main Library
24 July	Shawnee Branch
28 August	Pontiac Branch
25 September	Main Library
23 October	Harlan Branch
25 November (Tuesday)	Main Library
30 December (Tuesday)	Main Library

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AGENDA ITEM 18
Requested Action: Approval of Proposed Schedule

PROPOSED SCHEDULE OF HOLIDAYS AND CLOSINGS FOR 1986

This schedule details the closings and holidays for 1986 and conforms to the list of holidays approved by the Board in 1984. It provides seven paid holidays for all staff, plus a partial (2 hours) paid holiday on Good Friday. In addition, it provides closings which are not paid holidays on Easter Sunday, the Saturday following Independence Day, and at 5:00 p.m. on New Year's Eve. The Easter Sunday closing will affect only the Main Library, and the July 5 closing will affect only Main Library, Georgetown, and Shawnee Branches. Staff at these agencies will still work a 40-hour week during the week of any closing.

Date	Day of Week	Holiday
1 January	Wednesday	New Year's Day
28 March	Friday	Good Friday (12:00 noon - 3:00 p.m.)
30 March	Sunday	Easter Sunday (close)
26 May	Monday	Memorial Day
4 July	Friday	Independence Day
5 July	Saturday	Independence Day (close)
1 September	Monday	Labor Day
27 November	Thursday	Thanksgiving Day
24 December	Wednesday	Christmas Eve
25 December	Thursday	Christmas Day
31 December	Wednesday	New Year's Eve (close at 5:00 p.m.)

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2 December 1985

To: All Members of the Board of Library Trustees

From: Steven Fortriede

Re: Special Board Meeting on 5 December 1985

Enclosed is the agenda for the 5 December special Board meeting to be held in the Board Room of the Main Library at 10:00 a.m. on Thursday 5 December 1985. This will be a public meeting.

Copies of the proposed resolutions and materials from Mr. Perry's report will be available on Tuesday. We will hand deliver them to you as soon as they are available.

I look forward to this meeting with you on Thursday.

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2 December 1985

SPECIAL MEETING
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday
5 December 1985
10:00 a.m.
Board Room, Main Library

AGENDA

1. Adoption of the agenda

2. Receipt of bond petitions

3. Receipt of report of financial consultant. B. Perry.

4. Resolution to issue bonds for the purpose of purchasing an integrated automated library system.

5. Resolution to advertise for an additional appropriation of $2,950,000 from bond proceeds for purchase of an integrated automated library sytem.

6. Other business.

7. Adjournment.

ALLEN COUNTY PUBLIC LIBRARY

Consultant's Financing Report
December 2, 1985

ALLEN COUNTY PUBLIC LIBRARY

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EXHIBIT B - Bond Amortization Schedule
- Presently Outstanding Bonds

EXHIBIT C - Bond Amortization Schedule
- Proposed General Obligation Bonds

EXHIBIT D - Combined Annual Debt Service Requirement and Estimated Tax Levy

December 2, 1985

Board of Library Trustees
Allen County Public Library
Fort Wayne, Indiana

Gentlemen and Mesdames:

Pursuant to our engagement, we have prepared and present herewith our pre-issuance report in connection with the Library's proposed Automated Systems Project and the financing required to fund capital expenditures for such Project.

We have proposed in data exhibited hereafter that the project be funded by the sale and issuance of $2,950,000 general obligation bonds to be issued in the first quarter of 1986.

Respectfully submitted,

MUNICIPAL CONSULTANTS, INC.

Bernard T. Perry

BTP/tmo

Municipal
Consultants, Inc.

Suite 1212 – East Tower
One Merchants Plaza
Indianapolis, Indiana 46204
(317) 635-3442

Suite 112
235 South Maitland Avenue
Maitland, Florida 32751
(305) 644-1068

EXHIBIT A

ALLEN COUNTY PUBLIC LIBRARY

Statement of Estimated Sources and Uses of Funds

Sources of Funds	
Bond Proceeds	$ 2,950,000
Investment Earnings During Construction	60,000
Total Sources of Funds	$ 3,010,000
Uses of Funds	
Construction Costs	
Terminal System	$ 940,000
Building & Telephone Line Alterations	158,283
Purchase , Conversion and Labeling of Bibliographic Data	1,735,859
Contingencies (2.5%)	73,858
Total Estimated Construction Costs	2,908,000
Non-Construction Costs	
Consulting and Other Fees	52,000
Bond Issuance Costs	50,000
Total Estimated Non-Construction Costs	102,000
Total Uses of Funds	$ 3,010,000

EXHIBIT B

ALLEN COUNTY PUBLIC LIBRARY

Bond Amortization Schedule
$3,500,000 Bonds of 1977
(Interest Rate - 4.4%)

Year	Bonds Outstanding	Principal	Interest	Total Annual Requirement
1986	$ 1,950,000	$ 280,000	$ 84,493	$ 364,493
1987	1,670,000	295,000	72,238	367,238
1988	1,375,000	310,000	59,260	369,260
1989	1,065,000	335,000	45,318	380,318
1990	730,000	355,000	29,930	384,930
1991	375,000	375,000	13,278	388,278
		$ 1,950,000	$ 304,517	$ 2,254,517

EXHIBIT C

ALLEN COUNTY PUBLIC LIBRARY

Bond Amortization Schedule
$2,950,000 General Obligation Bonds of 1986

Period Ended	Bonds Outstanding	Principal Payment	Estimated Interest Rate (%)	Interest Payment	Total Annual Requirement
1/1/87	$ 2,950,000	$ -0-		$ 174,200	$ 174,200
1/1/88	2,950,000	90,000	6.0	232,265	322,265
1/1/89	2,860,000	100,000	6.5	226,865	326,865
1/1/90	2,760,000	105,000	6.7	220,365	325,365
1/1/91	2,655,000	115,000	7.0	213,330	328,330
1/1/92	2,540,000	125,000	7.2	205,280	330,280
1/1/93	2,415,000	325,000	7.6	196,280	521,280
1/1/94	2,090,000	350,000	7.8	171,580	521,580
1/1/95	1,740,000	385,000	8.0	144,280	529,280
1/1/96	1,355,000	415,000	8.2	113,480	528,480
1/1/97	940,000	450,000	8.4	79,450	529,450
1/1/98	490,000	490,000	8.5	41,650	531,650
		$ 2,950,000		$ 2,019,025	$ 4,969,025

EXHIBIT D

ALLEN COUNTY PUBLIC LIBRARY

Combined Annual Debt Service Requirement
and Estimated Tax Levy

Year	Bonds of 1977	Bonds of 1986 (Proposed)	Total Annual Requirement	Estimated Tax Levy(1)
1986	$ 364,493	$ 174,200	$ 538,693	$ .0386
1987	367,238	322,265	689,503	.0494
1988	369,260	326,865	696,125	.0499
1989	380,318	325,365	705,683	.0506
1990	384,930	328,330	713,260	.0511
1991	388,278	330,280	718,558	.0515
1992		521,280	521,280	.0374
1993		521,580	521,580	.0374
1994		529,280	529,280	.0379
1995		528,480	528,480	.0379
1996		529,450	529,450	.0379
1997		531,650	531,650	.0381
	$ 2,254,517	$ 4,969,025	$ 7,223,542	

(1) Based on 1984 assessed valuation of Allen County

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

5 December 1985

The Board of Library Trustees of the Allen County Public Library met in special session at 10:00 a.m. in the Board Room of the Main Library on Thursday 5 December 1985. Members present: Rae Gates, Patricia Beers, Alan McMahan, Zohrab Tazian, Mary Koehlinger. Members absent: James Ganaway, Lu Ann Beaman. Mrs. Gates presided.

1. Adoption of the agenda. A motion was made to eliminate items 2, 4, and 5 from the agenda since the petitions were not yet ready for presentation.

3. Receipt of report of the financial consultant. Bernard Perry presented a report. He explained that bonds for automation should only increase our tax levy by about 1 1/2 cents. He indicated that our bonds should receive a very good rating, probably a double A rating.

6. Other business. Because of the bonds not being ready to present at this meeting, it was deemed necessary to hold another meeting. The meeting was set for Wednesday, December 11, 1985 at 3:30 p.m., with an executive session following the public meeting.

A motion was made to change the regular monthly meeting in January 1986 from January 23 to January 30. The motion was adopted.

7. Adjournment. The Board adjourned.

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6 December 1985

SPECIAL MEETING
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Wednesday
11 December 1985
3:30 p.m.
Board Room, Main Library

AGENDA

1. Adoption of the agenda.

2. Receipt of bond petitions.

4. Resolution to issue bonds for the purpose of purchasing an integrated automated library system.

5. Resolution to advertise for an additional appropriation of $2,950,000 from bond proceeds for purchase of an integrated automated library system.

6. Other business.

7. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

11 December 1985

The Board of Library Trustees of the Allen County Public Library met in special session at 3:30 p.m. on December 11, 1985 in the Board Room of the Main Library. Members present: Rae Gates, Patricia Beers, Alan McMahan, Mary Koehlinger, Lu Ann Beaman, James Ganaway. Member absent: Zohrab Tazian. Mrs. Gates presided.

1. Adoption of the agenda. The Board adopted the agenda as presented.

2. Receipt of bond petitions. Luana Stanley presented the petitions requesting that the Board issue bonds to finance library automation. 2952 signatures on the bond petitions were verified by the Auditor's Office out of a total of 3843 collected. William Fishering certified that the Auditor's Office had received and verified the petitions.

4. Resolution to issue bonds for the purpose of purchasing an integrated automated library system. A roll call vote was held to decide whether to consider the resolution to issue bonds. All members of the Board in attendance voted to consider the resolution. The vote was 6-0. The Board then voted on whether to issue the bonds for library automation. All members again voted yes. The roll call vote was 6-0.

5. Resolution to advertise for an additional appropriation of $2,950,000 from bond proceeds for purchase of an integrated automated library system. The resolution was passed unanimously.

6. Other business. None.

7. The Board adjourned the public session of the meeting.

Note: Due to a numbering error, there was no #3 on the agenda.

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6 December 1985

SPECIAL MEETING
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Wednesday
11 December 1985
Immediately following public Board meeting
Board Room, Main Library

AGENDA

1. Executive session concerning personnel matters.

2. Public session concerning personnel matters.

3. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

11 December 1985

The Board of Library Trustees of the Allen County Public Library met in executive session following the public meeting on Wednesday, 11 December 1985. All members of the Board were present for this session. Mrs. Gates presided.

1. Executive session concerning personnel matters. The Board met to discuss personnel matters related to the hiring of a new Director for the Allen County Public Library.

2. Public session concerning personnel matters. The Board announced that no decision had been reached in the search for a new Director of the Allen County Public Library. The search will continue.

3. Adjournment. The Board adjourned.

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23 December 1985

To: All Library Board Members

From: Steve Fortriede

The final Board meeting of 1985 will take place in the Board Room of the Main Library at 3:00 p.m. on Monday, December 30.

The agenda is another long one. Highlights include the annual fund transfer resolution, a revision of the 1986 Operating Fund budget, and election of officers for 1986.

This year has been one of great changes for the Library, but one in which we have achieved great successes in spite of the challenges we have faced. Our success has been due in no small measure to your dedication and willingness to give an extra measure of your time.

I wish you a merry Christmas and a happy New Year.

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AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
30 December 1985
3:00 p.m.
Board Room, Main Library

1. Adoption of the agenda.

2. Approval of the minutes of the 26 November regular Board meeting.

3. Approval of the minutes of the 5 December special Board meeting.

4. Approval of the minutes of the 11 December special Board meeting.

5. Approval of the minutes of the 11 December executive session.

6. Receipt of the 30 November 1985 financial statement. D. Lehman.

7. Report of the Acting Director:

   A. Library use through 30 November 1985.
   B. Update on the Friends membership campaign. G. Milne.
   C. The Youth Resources Network Project.
   D. Overview of the budget matters to today's agenda.
   E. Other matters.

8. Approval of the 1985 fund transfer resolution to cover line-item deficits in the Operating Fund. S. Fortriede and D. Lehman.

9. Approval of the revised 1986 Operating Fund budget.

10. Report of the Nominating Committee and election of officers for 1986. Mrs. Beers.

11. Resolution to pay the Treasurer of the Board an annual salary.

12. Approval of compensation plan and Authorized Staffing Table for 1986. Compensation Committee (Mr. Ganaway).

13. Resolution to hire an attorney and a consulting engineer for 1986.

14. Public Hearing on proposed addition appropriation of $2,950,000 to the Bond and Interest Redemption Fund for purchase of an integrated library automation system.

15. Approval of proposed additional appropriation of $2,950,000 to the Bond and Interest Redemption Fund for purchase of an integrated library automation system.

16. Approval of the following salaried appointments:

Reardon, Ann	#542	Cataloging Services, Cataloger	1.0 fte	$16,853.49
Stuart, Edwin	#347	Genealogy Department Page	1.0 fte	$ 8,387.06

17. Adoption of a Fringe Benefit Wage Reporting Basis. D. Lehman.

18. Approval of payment of the following bills:

    D. Lehman will present the report of the December Accounts Payable and the Miscellaneous Checks total.

19. Other business.

20. Adjournment.

MINUTES

Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY

30 December 1985

The Board of Trustees of the Allen County Public Library met in regular session at 3:00 p.m. on Monday 30 December 1985 in the Board Room of the Main Library. Members present: Rae Gates, Patricia Beers, James Ganaway, Mary Koehlinger, Alan McMahan. Members absent: Lu Ann Beaman, Zohrab Tazian. Mrs. Gates presided.

1. Adoption of the agenda. The agenda was adopted as circulated.

2. Approval of the minutes of the 26 November 1985 regular Board meeting. The minutes were approved as presented.

3. Approval of the minutes of the 5 December special Board meeting. The minutes were approved as presented.

4. Approval of the minutes of the 11 December special Board meeting. The minutes were approved as presented.

5. Approval of the minutes of the 11 December executive session. The minutes were approved as presented.

6. Receipt of the 30 November 1985 financial statement. Douglas Lehman presented the financial report for November.

7. Report of the Acting Director: Steven Fortriede reported on the following matters:

A. Library use through 30 November 1985. The circulation for November was 215,262, a 23% increase systemwide and up even over October which is normally a busier month than November. The circulation year-to-date is 2,397,936, up 12.86% over the same period last year. The Main Library led the advance in November, with a 33.7% increase. Georgetown Branch was second with a 33.3% increase. The Birthday party event added only 300-500 circs above normal. We are beginning to think about the coming of the 100,000,000th book circulation, which will probably occur in February or March of next year. Some type of event will be planned to recognize this milestone.

B. Update on Friends membership campaign. Gail Milne reported that over 55,000 pieces of mail had been sent out. So far over $15,000 has been received, $11,800 in the first ten days of the campaign. In addition, $10,000 in matching funds has been pledged by the Lincoln National Corporation and $5,000 from the English, Bonert, Mitchell Foundation. 202 new memberships have been added, along with 331 renewals.

C. The Youth Resources Network Project. This is a federal grant through INCOLSA from the Criminal Justice Agency. The purpose of the grant is to purchase equipment to build a statewide database of services to youth. There are 15 libraries in Indiana involved in this project, all planning to broaden their scope. The Allen County Public Library has acquired approximately $18,000 worth of equipment to begin a computer network.

D. Overview of the budget matters to today's agenda. The local tax examiner cut our levy by $500,000. The net cut, after the appeal, was $350,000. The tax examiner required and the Board set aside $170,000 to

carry over. The argument presented at the state Local Government Tax Control Board by Steven Fortriede and Douglas Lehman returned $205,000. The net effect was a potential gain of $25,000 in spending authority. Conservatively, the 1985 income is estimated at $6,485,000. Liberally, the 1985 income is estimated at $6,779,000. The Library recommends a budget of $6,425,000, which is the same as the budget passed in August with the exception of the LIRF. LIRF is removed because the Tax Board wants us to spend all of our money. $6,404,514 of this budget can be passed today; we will ask for $20,586 of the $170,000 spending authority in January as an additional appropriation.

Insurance for the Library must be increased at some point, but is not now recommended. A state appeal is planned to try to counteract the rising costs of insurance.

E. Other matters. Steven Fortriede reported that the appraisal of the Curtis volumes on the North American Indian had been received from the appraiser, Mary Beth Beal. The appraisal set the value of the set at $110,000.

8. Approval of the 1985 fund transfer resolution to cover line-item deficits in the Operating Fund. The 1985 fund transfer resolution was approved as presented.

9. Approval of the revised 1986 Operating Fund budget. The Board approved a 1986 Operating budget of $6,404,514.

10. Report of the Nominating Committee and election of officers for 1986. Patricia Beers reported that the Nominating Committee had prepared

the following slate of officers for 1986:

President - Alan McMahan

Vice President - Lu Ann Beaman

Secretary - Mary Koehlinger

Treasurer - Douglas Lehman

This slate of officers was elected unanimously to serve in 1986.

11. Resolution to pay the Treasurer of the Board an annual salary. (This item was tabled at the 26 November meeting as #9 on the agenda.) Because the Tresurer is held personally responsible for any shortage of funds, defalcations, incorrect or improper payments, or other charges incurred by the Library, whether deliberate or not and whether the Treasurer has any knowledge of the matter or not, the Library proposes to cover the $2,500 vulnerability not protected through bonding and insurance. This would be accomplished by paying the Treasurer of the Library Board a salary which would, after deductions, provide a net income of $2,500. This would require an amendment to the Authorized Staffing Table and an annual review, beginning in 1986, of the amount. The Board passed the resolution as presented.

12. Approval of compensation plan and Authorized Staffing Table for 1986. Mr. Ganaway presented the report of the Compensation Committee. The proposal included the creation of 16 new positions, equaling an addition of 10.1 FTE; the reclassification or increase within grade of 8 positions; and a 5% increase in compensation for all levels in 1986. The Board approved the compensation plan and the Authorized Staffing Table for 1986 as presented.

13. Resolution to hire an attorney and a consulting engineer for 1986. The Library proposed that the Board retain G. Stanley Hood as its attorney for 1986 on the same basis as in previous years. Mr. Hood charges the Library at the rate of $75.00 per hour for services performed, plus expenses. The Board approved the hiring of Mr. Hood as the attorney for the Library for 1986.

The Library recommended that the Board not retain a consulting engineer for 1986, but that the Board hire such services, at prevailing rates, when and as needed. It is felt that hiring an engineer only when needed will result in a significant reduction of expenses.

14. Public Hearing on proposed addtional appropriation of $2,950,000 to the Bond and Interest Redemption Fund for purchase of an integrated library automation system. Mrs. Gates opened the public hearing. No member of the public appeared to make any statement. The public hearing was closed.

15. Approval of proposed addtional appropriation of $2,950,000 to the Bond and Interest Redemption Fund for purchase of an integrated library automation system. The Board approved the resolution as presented.

16. Approval of the following salaried appointments:

Reardon, Ann	#542	Cataloging Services, Cataloger	1.0 fte	$16,853.49
Stuart, Edwin	#347	Genealogy Department, Page	1.0 fte	$ 8,387.06

The Board approved the appointments as presented.

17. Adoption of a Fringe Benefit Wage Reporting Basis. Douglas Lehman explained that the IRS and SSA require that we adopt a periodical reporting of taxable fringe benefit wages. He recommended reporting such amounts on an annual basis only. Currently the only item we are reporting is $3.00 per workday for the Director's commuting automobile. The Board adopted the fringe benefit wage reporting basis as presented.

18. Approval of payment of the following bills: Steven Fortriede certified that the following bills are true and correct and are supported by appropriate documentation.

Miscellaneous Checks (13 November - 30 November)	$380,458.15
Miscellaneous Checks (1 December - 31 December)	157,732.03
December Accounts Payable	261,077.91
Total	$799,268.09

The Board approved payment of the bills.

19. Other business. There was no other business.

20. Adjournment. The Board adjourned.

FS#002 16-Dec-85

Allen County Public Library
Financial Services Division-November Summary

Fund Balance Summary: The 30 November all funds balance is $1,034,565.01. All short-term debt, both internal (to the Bond and LIRF Funds) and external (to Anthony Wayne Bank), has been repaid as of November 22. The LSCA-Talking Books Fund is running a very small deficit at 30 November. This is neither unusual nor avoidable. The Indiana State Library simply does not disburse funds on a basis that is timely enough to meet the needs of our Blind and Physically-handicapped Patron service unit. The Petty Cash Fund has been increased to reflect the inclusion of a small change fund in the Financial Services office to enable us to better provide back-up change-making services in the Main Library.

Cash Balance Summary: On 3 December, subsequent to the receipt of our large Fall tax distribution, we invested in two Certifcates of Deposit with Summit Bank. I believe short-term interest rates will fall and that it is appropriate to tie up as much money as we can for as long as we can. We purchased a $320,000 CD for 31 days at 7.375% (due 3 January 1986) and a $330,000 CD for 59 days at 7.5% (due 31 January 1986). I believe we will see the day-to-day rates in our Treasury Repurchase Agreement account fall well below that over the next few months. Indeed, at 29 November, the rate was 7.14% and falling.

Operating Fund Statement of Expenditures: There are 11 budget lines that are overspent at 30 November 1985. We will need to cover these from other, underspent lines. We will address this issue in detail in the final fund transfer resolution later in the agenda. Please note that November is one of two months in 1985 that contain three payrolls.

Miscellaneous Income Summary: If assessed valuation increases and tax collections are strong we may legally receive up to 2% more than our official property tax levy. It looks like this may be a possibility in 1985. We will not know for sure until we receive our final tax distribution on the last one or two business days of the year. This additional amount could run as high as $85,000. In total we are a healthy 5.21% above last year at 30 November. Our non-tax revenue sources are lagging somewhat, those revenues are 8.32% below last year. This is due primarily to the absence of Cable Access Revenue from the local cable franchise.

FS#010 COPIES: 25 14-Dec-85

ALLEN COUNTY PUBLIC LIBRARY--FUND BALANCE SUMMARY

	DATE	OPERATING FUND	COIN/BILL CHANGERS	PETTY CASH	BOND REDEMP-TION FUND	LIRF FUND	RECORD ENDOWMENT	RECORD ROOM	CALMERTON TRUST	GIFT FUND	CRANE MEMORIAL	LSCA TALK/BOOKS	LSCA MURL	LSCA RECIP BORROW	LSCA RETROCON	PAYROLL FUND	ALL FUNDS
1984	JAN 01	494,728.14		200.00	187,211.95	90,523.78	26,189.55	300.00	2,665.45	4,526.45	2,365.45	(113.84)				36,201.59	844,798.52
	JAN 31	160,787.09		200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	4,611.16	2,365.45	2,328.39				17,070.45	318,085.97
	FEB 29	(148,669.84)	1,650.40	200.00	12,549.45	89,018.98	26,189.55	300.00	2,665.45	5,241.16	2,365.45	3,803.63		(3,002.37)		28,095.38	20,407.24
	MAR 31	428,624.04	2,507.65	200.00	12,549.45	89,018.98	26,189.55	300.00	2,700.56	5,236.58	2,365.45	5,772.61		(3,002.37)		27,297.84	599,760.34
	APR 30	639,227.86	1,511.65	200.00	62,549.45	89,018.98	26,189.55	300.00	2,700.56	8,024.44	2,365.45	6,320.10	3,626.00	11.55		11,376.65	853,422.24
	MAY 31	780,859.60	1,344.10	200.00	162,549.45	89,018.98	26,189.55	70.00	2,700.56	7,036.84	2,365.45	3,732.05	1.49	1.55	33,407.69	18,192.40	1,127,669.71
	JUN 30	637,226.31	1,313.65	200.00	5,708.71	89,018.98	26,189.55	50.00	2,736.14	9,525.19	2,365.45	3,855.62	1.49	1.55	15,245.19	40,403.28	833,841.11
	JUL 31	322,750.91	1,040.10	200.00	5,708.71	89,018.98	26,189.55	5.00	2,736.14	8,153.37	2,365.45	578.63	1.49	1.55	(8,641.06)	36,936.95	487,045.77
	AUG 31	4,797.58	1,256.10	200.00	5,708.71	89,018.98	26,089.55	75.00	2,736.14	7,344.14	2,365.45	0.00	1.49	1.55	(6,821.56)	30,667.73	163,440.86
	SEP 30	(29,016.70)	1,292.10	200.00	25,708.71	89,018.98	26,089.55	50.00	2,772.58	7,358.66	2,365.45	0.00	0.00	0.00	0.00	32,320.34	158,159.67
	OCT 31	396,782.36	637.10	200.00	45,708.71	89,018.98	26,089.55	25.00	2,772.58	6,703.68	2,365.45	942.60	0.00	0.00	0.00	22,287.19	593,533.20
	NOV 30	789,701.96	1,212.10	200.00	145,708.71	89,018.98	25,989.55	100.00	2,772.58	2,421.02	2,365.45	852.76	0.00	0.00	0.00	50,947.26	1,111,290.37
	DEC 31	649,042.52	1,828.10	200.00	185,365.29	206,499.98	25,989.55	10.00	2,809.51	2,924.09	2,365.45	(1,049.10)	0.00	0.00	0.00	49,989.53	1,125,974.92
1985	JAN 31	338,884.12	1,236.10	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	2,934.06	0.00	1,053.62	0.00	0.00	0.00	21,743.54	581,341.22
	FEB 28	46,336.65	1,374.00	200.00	5,970.29	206,499.98	0.00	10.00	2,809.51	5,382.47	0.00	(561.96)	0.00	0.00	0.00	27,875.67	295,896.61
	MAR 31	69,024.81	1,139.00	500.00	10,377.79	192,313.98	0.00	10.00	2,846.11	6,666.54	0.00	612.87	10,925.00	4,454.00	(6,331.80)	0.00	292,538.30
	APR 30	(51,169.39)	921.00	866.25	10,377.79	192,313.98	0.00	95.00	2,846.11	6,214.15	0.00	(1,512.94)	0.00	4,454.00	(52,202.30)	0.00	113,203.65
	MAY 31	838,701.01	1,168.00	876.25	156,377.79	192,313.98	0.00	65.00	2,846.11	5,451.80	0.00	339.47	0.00	4,454.00	0.10	0.00	1,202,593.51
	JUN 30	902,526.82	1,514.00	888.25	192,992.27	192,313.98	0.00	55.00	2,883.60	5,410.61	0.00	961.72	0.00	4,454.00	0.10	0.00	1,304,000.35
	JUL 31	444,531.61	860.00	888.25	11,392.27	176,927.98	0.00	40.00	2,883.60	5,387.92	0.00	887.39	0.00	4,454.00	0.10	0.00	648,253.12
	AUG 31	250,763.74	1,405.00	888.25	24,392.27	176,927.98	0.00	125.00	2,883.60	5,690.47	0.00	934.24	0.00	4,454.00	0.10	0.00	468,464.65
	SEP 30	85,920.03	943.00	873.25	0.00	0.00	0.00	100.00	2,922.01	4,831.44	0.00	(1,992.24)	0.00	0.00	0.10	0.00	93,597.59
	OCT 31	170,377.22	638.00	873.25	25,000.00	0.00	0.00	80.00	2,922.01	4,251.11	0.00	557.86	0.00	0.00	0.10	0.00	204,699.55
	NOV 30	684,821.50	1,431.00	1,118.25	164,392.27	176,927.98	0.00	60.00	2,922.01	3,039.94	0.00	(147.94)	0.00	0.00	0.00	0.00	1,034,565.01
	DEC 31																
1986	JAN 31																
	FEB 28																
	MAR 31																
	APR 30																
	MAY 31																
	JUN 30																
	JUL 31																
	AUG 31																
	SEP 30																
	OCT 31																
	NOV 30																
	DEC 31																

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ALLEN COUNTY PUBLIC LIBRARY--CASH BALANCES 07-Dec-85

	DATE	SUMMIT BANK	CERTIFICATES OF DEPOSIT	CALMERTON TRUST-LNB	PETTY CASH	RECORD ROOM	COIN/BILL CHANGER	TOTAL CASH
1984	JAN 01	841,633.07		2,665.45	200.00	300.00		844,798.52
	JAN 31	314,920.52		2,665.45	200.00	300.00		318,085.97
	FEB 29	15,591.39		2,665.45	200.00	300.00	1,650.40	20,407.24
	MAR 31	594,052.13		2,700.56	200.00	300.00	2,507.65	599,760.34
	APR 30	848,710.03		2,700.56	200.00	300.00	1,511.65	853,422.24
	MAY 31	1,123,355.05		2,700.56	200.00	70.00	1,344.10	1,127,669.71
	JUN 30	829,541.32		2,736.14	200.00	50.00	1,313.65	833,841.11
	JUL 31	483,064.53		2,736.14	200.00	5.00	1,040.10	487,045.77
	AUG 31	159,173.62		2,736.14	200.00	75.00	1,256.10	163,440.86
	SEP 30	153,844.99		2,772.58	200.00	50.00	1,292.10	158,159.67
	OCT 31	589,898.52		2,772.58	200.00	25.00	637.10	593,533.20
	NOV 30	1,107,005.69		2,772.58	200.00	100.00	1,212.10	1,111,290.37
	DEC 31	1,121,127.31		2,809.51	200.00	10.00	1,828.10	1,125,974.92
1985	JAN 31	377,085.61	200,000.00	2,809.51	200.00	10.00	1,236.10	581,341.22
	FEB 28	91,503.10	200,000.00	2,809.51	200.00	10.00	1,374.00	295,896.61
	MAR 31	88,043.19	200,000.00	2,846.11	500.00	10.00	1,139.00	292,538.30
	APR 30	(91,524.71)	200,000.00	2,846.11	866.25	95.00	921.00	113,203.65
	MAY 31	997,638.15	200,000.00	2,846.11	876.25	65.00	1,168.00	1,202,593.51
	JUN 30	1,098,659.50	200,000.00	2,883.60	888.25	55.00	1,514.00	1,304,000.35
	JUL 31	443,581.27	200,000.00	2,883.60	888.25	40.00	860.00	648,253.12
	AUG 31	463,162.80	0.00	2,883.60	888.25	125.00	1,405.00	468,464.65
	SEP 30	88,759.33	0.00	2,922.01	873.25	100.00	943.00	93,597.59
	OCT 31	200,186.29	0.00	2,922.01	873.25	80.00	638.00	204,699.55
	NOV 30	1,029,033.75	0.00	2,922.01	1,118.25	60.00	1,431.00	1,034,565.01
	DEC 31							
1986	JAN 31							
	FEB 28							
	MAR 31							
	APR 30							
	MAY 31							
	JUN 30							
	JUL 31							
	AUG 31							
	SEP 30							
	OCT 31							
	NOV 30							
	DEC 31							

FS#040

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

16-Dec-85

S/A DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
112 SALARIED EMPLOYEES	2,127,300.00	162,242.93	163,369.78	245,685.19	162,477.44	160,817.90	156,502.42	153,900.33	155,735.55	239,055.74		1,923,706.92	37.90		90.43	203,593.08
115 HOURLY EMPLOYEES	503,900.00	38,245.71	37,854.11	57,619.27	42,556.48	41,542.30	41,810.45	39,710.46	40,339.77	59,652.48		475,595.60	9.37		94.38	28,304.40
117 SUMMER EMPLOYEES	83,100.00	42.25	0.00	3,545.94	20,461.90	23,611.15	22,599.09	3,562.74	206.04	0.00		74,029.11	1.46		89.08	9,070.89
119 TEMPORARY EMPLOYEES	0.00	2,144.99	3,327.19	2,208.68	2,194.73	3,206.84	2,619.72	1,268.56	775.68	2,930.24		23,581.24	0.46			(23,581.24)
110 TOTAL WAGES & SALARIES	2,714,300.00	202,675.88	204,551.08	309,059.08	227,690.55	229,178.19	223,531.68	198,442.09	197,057.04	301,638.46	0.00	2,496,912.87	49.20	7.34	91.99	217,387.13
121 EMPLOYER FICA	203,000.00	14,366.69	13,092.77	14,471.92	22,685.13	16,343.97	16,283.18	14,963.79	14,026.55	14,174.49	0.00	175,743.76	3.46	8.15	86.57	27,256.24
122 UNEMPLOYMENT COMP	8,000.00	330.98	421.07	1,072.00	643.00	192.00	191.00	278.92	363.96	712.51	0.00	5,070.44	0.10	(48.18)	63.38	2,929.56
123 EMPLOYER PERF	103,000.00	0.00	8,355.14	0.00	0.00	25,314.60	343.00	0.00	20,957.14	0.00	0.00	75,654.01	1.49	7.84	73.45	27,345.99
124 GROUP INSURANCE	174,149.00	15,634.72	7,677.98	17,771.19	9,625.42	7,874.23	15,707.14	8,762.77	7,314.24	16,231.09	0.00	128,821.29	2.54	12.76	73.97	45,327.71
120 TOTAL BENEFITS	488,149.00	30,332.39	29,546.96	33,315.11	32,953.55	49,724.80	32,524.32	24,005.48	42,661.89	31,118.09	0.00	385,289.50	7.59	8.02	78.93	102,859.50
TOTAL PERSONAL SERVICES	3,202,449.00	233,008.27	234,098.04	342,374.19	260,644.10	278,902.99	256,056.00	222,447.57	239,718.93	332,756.55	0.00	2,882,202.37	56.79	7.43	90.00	320,246.63
212 PRINTING SUPPLIES	30,000.00	5,783.86	5,894.31	3,265.68	3,600.61	928.06	2,732.60	2,003.62	3,376.62	1,257.13	0.00	30,343.64	0.60	21.89	101.15	(343.64)
213 OFFICE STATIONERY	20,000.00	2,121.35	1,528.34	676.32	513.77	2,205.90	6,676.90	645.21	1,367.36	890.48	0.00	16,963.49	0.33	(4.70)	84.82	3,036.51
210 OFFICE SUPPLIES	50,000.00	7,905.21	7,422.65	3,942.00	4,114.38	3,133.96	9,409.50	2,648.83	4,743.98	2,147.61	0.00	47,307.13	0.93	10.80	94.61	2,692.87
221 CLEANING SUPPLIES	20,000.00	3,114.23	997.29	427.67	1,128.55	1,305.40	643.04	619.54	1,272.43	509.84	0.00	11,783.49	0.23	36.53	58.92	8,216.51
222 FUEL, OIL, & LUBRICANTS	40,000.00	3,313.29	2,773.04	1,020.53	1,157.50	1,080.22	2,106.05	1,265.85	512.90	1,337.73	0.00	18,302.88	0.36	(33.13)	45.76	21,697.12
223 OTHER SUPPLIES	95,000.00	7,281.81	10,706.85	5,838.46	12,127.41	23,249.55	6,785.31	7,058.34	4,932.62	23,017.87	0.00	109,525.41	2.16	57.97	115.29	(14,525.41)
220 OPERATING SUPPLIES	155,000.00	13,709.33	14,477.18	7,286.66	14,413.46	25,635.17	9,534.40	8,943.73	6,717.95	24,865.44	0.00	139,611.78	2.75	32.54	90.07	15,388.22
231 BUILDING SUPPLIES	33,000.00	60.75	297.25	1,371.55	735.56	2,679.05	1,840.71	1,065.83	3,582.55	1,164.07	0.00	13,020.91	0.26	(72.44)	39.46	19,979.09
233 REPAIR PARTS/SUPPLIES	16,000.00	1,296.13	1,097.92	1,172.26	2,874.37	(199.77)	2,379.69	2,636.45	1,776.75	1,336.30	0.00	15,392.21	0.30	(17.05)	96.20	607.79
230 MAINTENANCE SUPPLIES	49,000.00	1,356.88	1,395.17	2,543.81	3,609.93	2,479.28	4,220.40	3,702.28	5,359.30	2,500.37	0.00	28,413.12	0.56	(56.84)	57.99	20,586.88
TOTAL SUPPLIES	254,000.00	22,971.42	23,295.00	13,772.47	22,137.77	31,248.41	23,164.30	15,294.84	16,821.23	29,513.42	0.00	215,332.03	4.24	0.69	84.78	38,667.97
311 CONSULTING SERVICES	20,000.00	6,781.53	5,835.36	3,569.59	2,104.89	2,222.22	6,999.27	9,490.48	10,321.25	6,988.62	0.00	54,552.41	1.07	93.12	272.76	(34,552.41)
312 BUILDING SERVICES	10,000.00	0.00	994.00	0.00	500.00	994.00	0.00	0.00	1,812.00		0.00	5,740.00	0.11	30.98	57.40	4,260.00
313 LEGAL SERVICES	4,000.00	362.50	0.00	1.00	39.00	182.00	0.00	0.00	37.50	130.00	0.00	901.50	0.02	(6.29)	22.54	3,098.50
314 OTHER PROFESSIONAL	3,500.00	205.60	5.00	255.00	247.60	541.00	410.00	367.63	461.72	61.34	0.00	2,739.40	0.05	0.91	78.27	760.60
310 PROFESSIONAL SERVICES	37,500.00	7,349.63	6,834.36	3,825.59	2,891.49	3,939.22	7,409.27	9,858.11	12,632.47	7,179.96	0.00	63,933.31	1.26	76.09	170.49	(26,433.31)
321 TELECOMMUNICATIONS	80,000.00	4,654.27	4,500.34	5,619.40	710.96	5,525.06	7,515.94	5,366.07	4,315.48	5,143.73	0.00	50,886.34	1.00	7.11	63.61	29,113.66
322 POSTAGE	48,000.00	5,413.28	363.14	5,255.66	5,230.59	5,660.57	5,393.39	1,379.44	3,325.73	3,772.94	0.00	41,284.91	0.81	31.92	86.01	6,715.09
323 TRAVEL EXPENSE	13,000.00	454.39	1,423.40	2,762.09	2,444.43	3,612.45	2,028.10	759.56	1,417.44	352.10	0.00	16,238.28	0.32	40.91	124.91	(3,238.28)
324 TRAINING & DEVELOPMENT	11,000.00	833.00	1,198.50	888.95	2,075.50	75.00	990.00	947.32	591.10	45.00	0.00	8,151.87	0.16	5.56	74.11	2,848.13
325 FREIGHT	300.00	60.60	70.00	0.00	126.52	0.00	0.00	0.00	0.00	0.00	0.00	299.25	0.01	(41.95)	99.75	0.75
320 COMMUNICATION SERVICES	152,300.00	11,415.54	7,555.38	14,526.10	10,588.00	14,873.08	15,927.43	8,452.39	9,649.75	9,313.77	0.00	116,860.65	2.30	18.56	76.73	35,439.35
331 ADVERTISING	2,200.00	16.00	366.95	309.95	0.00	40.00	66.20	512.90	37.00	196.00	0.00	2,042.30	0.04	171.42	92.83	157.70
332 OUTSIDE PRINTING	1,500.00	674.50	1,224.12	4,766.43	213.05	276.57	(4,395.61)	72.50	385.35	82.50	0.00	3,745.83	0.07	97.71	249.72	(2,245.83)
330 PRINTING & ADVERTISING	3,700.00	690.50	1,591.07	5,076.38	213.05	316.57	(4,329.41)	585.40	422.35	278.50	0.00	5,788.13	0.11	118.66	156.44	(2,088.13)
342 INSURANCE	38,000.00	(40.00)	0.00	971.00	909.00	30.00	0.00	2,779.00	7,215.00	61,820.00	0.00	73,924.00	1.46	158.30	194.54	(35,924.00)
340 TOTAL INSURANCE	38,000.00	(40.00)	0.00	971.00	909.00	30.00	0.00	2,779.00	7,215.00	61,820.00	0.00	73,924.00	1.46	158.30	194.54	(35,924.00)
351 UTILITIES-NATURAL GAS	93,000.00	11,315.12	15,841.57	3,835.28	1,263.63	323.14	1,541.62	1,900.59	1,316.10	3,241.37	0.00	60,651.77	1.20	(3.90)	65.22	32,348.23
352 UTILITIES-ELECTRIC	274,000.00	22,975.05	19,399.20	22,560.98	22,463.96	24,977.09	25,323.49	25,995.26	24,486.85	21,204.91	0.00	247,338.21	4.87	8.01	90.27	26,661.79
353 UTILITIES-WATER	7,000.00	379.39	286.79	37.25	650.39	523.74	613.78	545.83	500.66	383.42	0.00	4,388.67	0.09	(8.87)	62.70	2,611.33
354 WASTE DISPOSAL	7,000.00	287.54	508.87	126.42	569.97	385.90	522.17	2,729.62	729.97	745.39	0.00	7,098.48	0.14	13.43	101.41	(98.48)
350 UTILITY SERVICES	381,000.00	34,957.10	36,036.43	26,559.93	24,947.95	26,209.87	28,001.06	31,171.30	27,033.58	25,575.09	0.00	319,477.13	6.30	5.37	83.85	61,522.87

FS#040

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

16-Dec-85

S/A DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
361 BUILDINGS-REPAIR	107,000.00	6,552.45	3,789.46	2,103.45	3,887.98	10,935.72	9,923.85	6,333.42	9,168.91	19,249.75	0.00	80,972.76	1.60	(32.88)	75.68	26,027.24
362 EQUIPMENT SERVICE	50,000.00	3,428.93	3,713.96	7,023.74	5,646.11	6,467.64	3,504.84	1,797.05	1,642.31	3,180.08	0.00	41,759.26	0.82	(46.99)	83.52	8,240.74
363 SERVICE ON CONTRACT	50,000.00	8,353.93	5,749.04	4,236.63	2,828.17	4,071.47	2,905.38	4,657.17	2,120.58	3,271.50	0.00	41,097.37	0.81		82.19	8,902.63
360 REPAIR & MAINTENANCE	207,000.00	18,335.31	13,252.46	13,363.82	12,362.26	21,474.83	16,334.07	12,787.64	12,931.80	25,701.33	0.00	163,829.39	3.23	(17.85)	79.14	43,170.61
371 BUILDING RENTAL	5,000.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	0.00	2,200.00	0.04	0.00	44.00	2,800.00
372 EQUIPMENT RENTAL	17,000.00	720.11	1,026.02	767.60	666.33	1,110.88	499.94	1,196.64	2,289.42	3,182.70	0.00	12,625.61	0.25	40.21	74.27	4,374.39
370 TOTAL RENT	22,000.00	920.11	1,226.02	967.60	866.33	1,310.88	699.94	1,396.64	2,489.42	3,382.70	0.00	14,825.61	0.29	32.31	67.39	7,174.39
391 DUES & MEMBERSHIPS	6,000.00	165.00	4,296.75	0.00	64.32	0.00	70.00	0.00	0.00	650.00	0.00	5,522.07	0.11	783.53	92.03	477.93
392 LOAN INTEREST	30,000.00	0.00	0.00	5,931.60	0.00	0.00	0.00	0.00	0.00	1,333.95	0.00	7,265.55	0.14	(56.67)	24.22	22,734.45
394 LIRF TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
395 BINDERY SERVICES	35,000.00	2,929.29	2,496.95	1,200.22	5,341.29	1,111.37	1,460.41	4,660.21	1,413.83	3,787.52	0.00	27,452.42	0.54	47.97	78.44	7,547.58
396 COMPUTER SERVICES	66,000.00	10,661.70	5,023.23	7,220.34	8,286.45	9,023.76	10,834.79	10,393.17	9,373.03	7,292.48	0.00	82,026.32	1.62	91.49	124.28	(16,026.32)
397 PHOTOGRAPHIC SERVICES	3,000.00	432.21	856.52	215.90	856.89	492.05	949.26	317.27	32.61	1,158.61	0.00	6,177.88	0.12	852.47	205.93	(3,177.88)
398 PROPERTY TAXES	3,000.00	0.00	1,346.40	0.00	0.00	0.00	0.00	0.00	0.00	1,343.40	0.00	2,689.80	0.05	6.82	89.66	310.20
390 OTHER SERVICES	143,000.00	14,188.20	14,019.85	14,568.06	14,548.95	10,627.18	13,314.46	15,370.65	10,819.47	15,565.96	0.00	131,134.04	2.58	60.02	91.70	11,865.96
OTHER SERVICES & CHARGES	984,500.00	87,816.39	80,515.57	79,858.48	67,327.03	78,781.63	77,356.82	82,401.13	83,193.84	148,817.31	0.00	889,772.26	17.53	16.78	90.38	94,727.74
440 FURNITURE & EQUIPMENT	95,269.00	45,797.39	1,825.70	13,685.05	21,518.41	1,821.23	2,365.00	369.99	4,074.77	12,557.40	0.00	105,941.47	2.09	50.09	111.20	(10,672.47)
451 BOOKS	776,000.00	45,911.33	54,751.50	75,680.86	68,059.20	85,347.86	87,610.51	63,459.22	74,924.10	95,494.73	0.00	723,582.25	14.26	25.23	93.25	52,417.75
452 PERIODICALS	202,900.00	6,300.60	3,715.60	14,974.84	729.02	6,035.07	4,996.11	7,413.87	10,353.43	95,984.13	0.00	160,549.21	3.16	117.89	79.13	42,350.79
453 NONPRINT MATERIALS	121,100.00	4,991.52	2,929.56	21,279.57	7,101.86	6,570.07	10,291.93	9,561.02	7,539.80	22,112.75	0.00	97,709.10	1.93	36.89	80.68	23,390.90
450 TOTAL LIBRARY MATERIAL	1,100,000.00	57,203.45	61,396.66	111,935.27	75,890.08	97,953.00	102,898.55	80,434.11	92,817.33	213,591.61	0.00	981,840.56	19.35	35.82	89.26	118,159.44
TOTAL CAPITAL OUTLAYS	1,195,269.00	103,000.84	63,222.36	125,620.32	97,408.49	99,774.23	105,263.55	80,804.10	96,892.10	226,149.01	0.00	1,087,782.03	21.43	37.09	91.01	107,486.97
TOTAL OPERATING FUND	5,636,218.00	446,796.92	401,130.97	561,625.46	447,517.39	488,707.26	461,840.67	400,947.64	436,626.10	737,236.29	0.00	5,075,088.69	100.00	13.99	90.04	561,129.31

FS#160 ALL FUNDS

ALLEN COUNTY PUBLIC LIBRARY
MISCELLANEOUS INCOME SUMMARY--1985

COPIES: 25 15-Dec-85

G/L#	S/A#	DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	YTD%	V% 1984
10	5101	BOND-AUTO EXCISE	0.00	0.00	0.00	0.00	9,000.00	4,464.04	0.00	13,000.00	0.00	10,000.00	0.00		36,464.04	0.66	51.19
10	5102	BOND-PROPERTY	0.00	0.00	0.00	0.00	137,000.00	29,398.86	0.00	0.00	0.00	15,000.00	115,000.00		296,398.86	5.37	4.59
10	5103	BOND-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	2,751.58	0.00	0.00	0.00	0.00	0.00		2,751.58	0.05	0.81
10	5104	BOND-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
		BOND-TOTAL	0.00	0.00	0.00	0.00	146,000.00	36,614.48	0.00	13,000.00	0.00	25,000.00	115,000.00	0.00	335,614.48	6.08	8.18
10	5105	OPERATING-AUTO EXCISE	0.00	0.00	0.00	0.00	122,000.00	61,461.92	0.00	182,000.00	0.00	130,000.00	0.00		495,461.92	8.98	47.82
10	5106	OPERATING-PROPERTY	0.00	0.00	0.00	0.00	1,873,000.00	394,365.42	0.00	0.00	0.00	200,000.00	1,560,000.00		4,027,365.42	72.99	5.03
10	5107	OPERATING-INTANGIBLES	0.00	0.00	0.00	0.00	0.00	37,493.11	0.00	0.00	0.00	0.00	0.00		37,493.11	0.68	0.94
10	5108	OPERATING-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
		OPERATING-TOTAL	0.00	0.00	0.00	0.00	1,995,000.00	493,320.45	0.00	182,000.00	0.00	330,000.00	1,560,000.00	0.00	4,560,320.45	82.65	8.40
		LOCAL TAX REVENUES	0.00	0.00	0.00	0.00	2,141,000.00	529,934.93	0.00	195,000.00	0.00	355,000.00	1,675,000.00	0.00	4,895,934.93	88.73	8.39
11	5111	PHOTOCOPYING FEES	6,593.48	7,029.97	8,225.00	9,190.47	7,975.38	7,009.17	9,199.17	7,999.25	8,630.55	8,180.34	9,191.05		89,223.83	1.62	2.02
12	5121	EXTENDED USE FEES	8,881.33	7,771.11	7,927.12	8,776.62	9,920.13	8,169.45	8,348.11	7,651.80	7,066.75	7,591.03	8,302.52		90,405.97	1.64	13.60
13	5131	GRANTS	3,993.00	0.00	61,435.00	0.00	61,901.00	2,621.00	4,884.00	2,048.00	0.00	4,980.00	3,541.00		145,403.00	2.64	2.87
14	5141	PARKING LOTS	6,986.07	9,285.06	9,210.77	9,571.90	9,118.74	9,138.36	9,166.67	9,166.67	9,166.67	9,166.67	9,367.76		99,345.34	1.80	27.11
15	5151	RENT---TRI-ALSA	916.06	908.16	1,035.25	832.82	953.36	993.51	898.90	1,772.82	0.00	848.90	895.00		10,054.78	0.18	21.48
15	5152	RENT---SERVICE CENTER	825.00	825.00	825.00	825.00	825.00	825.00	825.00	825.00	825.00	500.00	875.00		8,800.00	0.16	(9.97)
15	5153	RENT---OTHER	20.00	30.00	60.00	70.00	10.00	125.00	20.00	10.00	744.00	110.00	10.00		1,209.00	0.02	(5.88)
		TOTAL RENT	1,761.06	1,763.16	1,920.25	1,727.82	1,788.36	1,943.51	1,743.90	2,607.82	1,569.00	1,458.90	1,780.00	0.00	20,063.78	0.36	3.76
16	5161	GIFTS-UNRESTRICTED	45.10	62.96	2.30	19.13	13.50	1.45	27.71	14.51	27.19	5.05	1.00		219.90	.00	(50.33)
16	5162	GIFTS-GENEALOGY CLASS	0.00	0.00	1,440.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		1,440.00	0.03	(40.00)
16	5163	GIFTS-RESTRICTED	0.00	20.00	55.00	46.12	45.53	156.25	15.00	306.00	15.40	16.45	153.60		829.35	0.02	(95.16)
16	5164	GIFTS-PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
		TOTAL GIFTS	45.10	82.96	1,497.30	65.25	59.03	157.70	42.71	320.51	42.59	21.50	154.60	0.00	2,489.25	0.05	(87.53)
17	5171	INTEREST	5,826.59	3,665.95	1,346.74	4,371.92	7,510.14	1,521.09	12,678.32	5,075.22	2,531.14	648.82	3,319.05		48,494.98	0.88	(17.94)
18	5181	SUBSCRIPTION CARDS	180.00	160.00	140.00	280.00	101.50	120.00	160.00	60.00	120.00	280.00	185.00		1,786.50	0.03	31.36
19	5191	CABLE ACCESS REVENUE	0.00	0.00	0.00	44,283.28	0.00	0.00	171.00	0.00	0.00	0.00	0.00		44,454.28	0.81	(25.91)
19	5192	LINCOLN LIFE-BASE	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	431.78	0.00	0.00	0.00		1,431.78	0.03	6.52
19	5193	MILEAGE	111.84	55.20	49.20	49.20	49.20	49.20	0.00	0.00	0.00	0.00	0.00		363.84	0.01	(46.14)
19	5194	ACPL PUBLICATIONS	14.00	4.00	31.00	104.50	0.40	11.00	11.60	15.00	100.50	78.50	71.90		442.40	0.01	27.90
19	5195	RESEARCH SERVICES	483.40	391.06	432.90	384.46	302.04	365.51	308.70	532.81	592.74	264.01	302.24		4,359.87	0.08	65.64
19	5196	EQUIPMENT DAMAGES	357.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		357.88	0.01	
19	5197	PAY PHONES	23.35	37.24	46.91	71.66	46.30	12.94	36.88	31.21	29.44	28.63	37.77		402.33	0.01	21.47
19	5198	LOST/DAMAGED MATERIAL	155.77	697.24	530.29	725.51	873.82	744.67	406.22	801.94	751.50	599.58	606.28		6,892.82	0.12	178.83
19	5199	REFUNDS	291.75	293.79	232.35	3,567.28	270.92	72.22	97.51	1.69	60.25	7.11	579.06		5,473.93	0.10	(86.31)
19	5201	INTERGOVERNML REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51,700.12	0.00	0.00	0.00		51,700.12	0.94	(26.32)
19	5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
19	5205	INSURANCE CLAIMS	0.00	0.00	0.00	611.00	0.00	0.00	307.00	0.00	0.00	0.00	0.00		918.00	0.02	(66.30)
19	5300	OTHER INCOME	232.43	166.64	4,636.98	261.29	132.41	275.94	1,188.20	253.28	276.79	148.46	169.90		7,742.32	0.14	(30.98)
		TOTAL OTHER INCOME	1,670.42	1,645.17	5,959.63	50,058.18	1,675.09	2,531.48	2,527.11	53,767.83	1,811.22	1,126.29	1,767.15	0.00	124,539.57	2.26	(35.10)
		NON-TAX TOTALS	35,937.05	31,403.38	97,661.81	84,042.16	100,049.37	33,211.76	48,749.99	88,697.10	30,937.92	33,453.55	37,608.13	0.00	621,752.22	11.27	(8.32)
		TOTAL INCOME	35,937.05	31,403.38	97,661.81	84,042.16	2,241,049.37	563,146.69	48,749.99	283,697.10	30,937.92	388,453.55	1,712,608.13	0.00	5,517,687.15	100.00	6.21

N COUNTY
IC LIBRARY
BSTER STREET
VAYNE, INDIANA
(219) 424-7241
ADDRESS: BOX 2270
YNE, INDIANA 46801

Ashton
tor

20 December 1985

Ms Martha Roblee
Indiana State Library
140 North Senate Avenue
Indianapolis, Indiana 46204

Dear Ms. Roblee:

The Allen County Public Library is experiencing large scale increases in liability insurance. Information relative to those increases is detailed in the attached exhibit.

We are pleased by the creation of the interim committee on local government liability insurance by the General Assembly. Please do not hesitate to call us if we can provide further help or information. Thank you.

Sincerely,

Douglas M. Lehman
Financial Manager

DML/jm

20-Dec-85

ALLEN COUNTY PUBLIC LIBRARY
LIABILITY INSURANCE ANALYSIS

INSURANCE TYPE	1984	1985	%INCR	1986EST	%INCR
FIDELITY/BONDING	1,586	1,940	22.32%	2,367	22.01%
PROPERTY/CASUALTY	14,224	41,629	192.67%	95,998	130.60%
WORKERS' COMP	7,433	9,600	29.15%	12,500	30.21%
UMBRELLA	2,880	7,240	151.39%	18,100	150.00%
MOTOR FLEET	7,606	11,966	57.32%	19,145	59.99%
OTHER	1,270	1,549	21.97%	1,890	22.01%
TOTAL	34,999	73,924	111.22%	150,000	102.91%

NOTE: THE 1986 NUMBERS ARE ESTIMATED BY LUPKE-RICE ASSOCIATES, OUR INSURANCE CARRIER.

DOUGLAS M. LEHMAN
FINANCIAL SERVICES MANAGER

STATE OF INDIANA

INDIANA STATE LIBRARY
140 North Senate Avenue
Indianapolis, IN 46204
(317) 232-3675

Charles Ray Ewick, Director

DIVISIONS:
BLIND AND PHYSICALLY HANDICAPPED
CATALOG
DATA SERVICES
EXTENSION
GENEALOGY
INDIANA
REFERENCE AND LOAN

December 5, 1985

To: Public Library Directors

From: Ann Moreau
Martha Roblee

The General Assembly recently created an Interim Committee on Local Government Liability Insurance. The State Library has been following the meetings of the Committee. If you have experienced difficulty in obtaining liability insurance, please let Martha Roblee of the Extension Division know so that we may compile accurate information to represent public libraries in this issue area. It appears that local government liability insurance legislation will be one of the major issues to be considered in the upcoming 1986 session. If you are experiencing difficulties in securing coverage or find that premiums are too high, it is important that we hear from you on this matter. Please include information on the type of liability insurance, quotes on premiums, and any other pertinent information.

During the session the Extension Division will be providing current legislative information to the INLINE Bulletin Board available to Indiana ALANET users. The ALSAs will all have access to the Bulletin Board. It is hoped that this will make more current information available to you.

MARY BETH BEAL
Appraiser - Consultant

3919 North Claremont Avenue

Chicago, Illinois 60618
312/539-0105

December 18, 1985

Mr. Steven Fortriede
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Dear Steven:

Enclosed please find my appraisal report and invoice. If you have any questions at all, please feel free to contact me.

It was a pleasure meeting you and your staff and having the opportunity to appraise your set of Curtis's American Indian. It is a truly extraodinary work. Unfortunately your set has been defaced by library markings and consequently would bring less in the marketplace than an unmarked copy.

I discussed the matter of the tissue guards in your set with a conservator here who agreed with me that they should be removed and replaced with chemically inert tissue.

Again, if you have any questions at all, please feel free to contact me. I look forward to the opportunity to be of further service.

In the meantime, best wishes for the holiday season.

Sincerely,

Mary Beth

Mary Beth Beal

There are 1511 plates in the twenty text volumes. There are 723 plates in the portfolios. Portfolio plate 150 [Bear's Belly] is misnumbered 159; there are two plates numbered 400 [Haidu Slate Carvings, and Loitering at the Spring].

This is set number 27 of a proposed edition of 500. In fact, fewer than 300 sets were actually issued. Volume XII of the text of this set is numbered 127. The original subscriber for set number 27 was Mrs. Jane A. Tracy; the original subscriber for set number 127 was Dawson's Bookshop.

Text volume I is signed and dated: "Edward S. Curtis 1907" on page xvii.

I find the fair market value of these books to be as of this date, one hundred ten thousand dollars [$110,000.00].

Fair market value is established from the results of auction sales in this country and abroad and from the examination of catalogue listings of comparable items offered for sale. The memoranda used in developing this appraisal are filed in my office.

I have made this appraisal for insurance purposes. The fee for my services is based on the time required to complete the examination, evaluation, and written report and not upon a percentage of the appraised value.

My qualifications, in addition to the fact that I have for over twenty years dealt with and appraised rare books, manuscripts, maps, prints, and other written, printed, and illustrative materials, are available upon request.

Very truly yours,

Mary Beth Beal

Mary Beth Beal

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

AGENDA ITEM 8
Requested Action: Approval

1985 FUND TRANSFER RESOLUTION

Each year, the Board is asked to transfer funds from budget lines which were underspent to those which have been overspent to provide a balanced budget at the end of the year.

The Fund Transfer Resolution will be available at the Board meeting. Based on the very last-minute information, it will detail the necessary transfers. We expect that eleven lines will need to be covered. In 1984 thirteen lines were overspent and in 1983, fifteen.

AGENDA ITEM 8

ALLEN COUNTY PUBLIC LIBRARY

OPERATING FUND TRANSFER RESOLUTION

30 December 1985

WHEREAS, it has been determined that it is necessary to transfer funds between major classifications of the annual Operating budget of the Allen County Public Library; Now, Therefore:

SECTION I. Be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the additional sums of money shown on the attached sheet in the column headed "Increase Spending Authority" are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

SECTION II. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the existing appropriations shown on the attached sheet in the column "Decrease Spending Authority" be reduced in the amounts indicated.

Presented to the Allen County Public Library Board of Library Trustees, read in full and adopted, this 30th day of December 1985, by the following aye and nay vote:

AYE	NAY
Mary Koehlinger	
Dean McKain	
Joe Sales	
Arlene Kaiser	
James V. Dawson Jr	

ATTEST: Mary Koehlinger
Mary Koehlinger
Secretary for 1986 Board of Library Trustees

ALLEN COUNTY PUBLIC LIBRARY
FUND TRANSFER RESOLUTION

30-Dec-85

S/A	DESCRIPTION	INCREASE SPENDING AUTHORITY	DECREASE SPENDING AUTHORITY
115	HOURLY EMPLOYEE WAGES	12,202.95	
119	TEMPORARY EMPLOYEE WAGES	25,929.45	
121	EMPLOYER FICA	1,542.31	
212	PRINTING SUPPLIES	1,401.83	
223	OTHER OPERATING SUPPLIES	22,154.01	
233	REPAIR PARTS/SUPPLIES	1,245.86	
311	CONSULTING SERVICES	45,300.65	
314	OTHER PROFESSIONAL SERVICES	2,006.01	
323	TRAVEL EXPENSE	3,349.85	
332	OUTSIDE PRINTING SERVICES	2,294.78	
342	LIABILITY INSURANCE	35,924.00	
354	WASTE DISPOSAL SERVICES	961.99	
361	BUILDING-REPAIR & MAINT	21,700.71	
396	COMPUTER SERVICES	24,446.50	
397	PHOTOGRAPHIC SERVICES	3,261.32	
440	FURNITURE & EQUIPMENT	62,285.90	
451	BOOKS	33,647.42	
453	NON-PRINT MATERIALS	700.09	
112	SALARIED EMPLOYEES		44,602.38
117	SUMMER EMPLOYEES		9,070.89
122	UNEMPLOYMENT COMPENSATION		2,163.56
123	PERF		7,345.99
124	GROUP INSURANCE		39,845.35
213	OFFICE STATIONERY		2,252.96
221	CLEANING SUPPLIES		6,768.30
222	FUEL, OIL & LUBRICANTS		19,190.66
231	BUILDING SUPPLIES		18,853.07
312	BUILDING SERVICES		4,224.00
313	LEGAL SERVICES		3,098.50
321	TELECOMMUNICATIONS		23,496.35
322	POSTAGE		2,762.44
324	TRAINING & DEVELOPMENT		2,745.13
325	FREIGHT		0.75
331	ADVERTISING		157.70
351	UTILITIES-NATURAL GAS		30,391.90
352	UTILITIES-ELECTRICITY		6,284.04
353	UTILITIES-WATER		2,266.78
362	EQUIPMENT SERVICE		6,759.16
363	CONTRACTUAL SERVICE		1,344.32
371	BUILDING RENTAL/LEASE		2,600.00
372	EQUIPMENT RENTAL/LEASE		2,194.34
391	DUES & MEMBERSHIPS		227.93
392	LOAN INTEREST		22,734.45
395	BINDERY SERVICES		4,316.97
398	PROPERTY TAXES		310.20
452	PERIODICALS		34,347.51
	TOTALS	300,355.63	300,355.63

NET CHANGE IN SPENDING AUTHORITY IS ZERO. REMAINING 1985 SPENDING AUTHORITY IS 521.70.

ALLEN COUNTY PUBLIC LIBRARY
FUND TRANSFER RESOLUTION
LIST OF OVERSPENT SUBACCOUNTS

S/A	DESCRIPTION	ORIGINAL* 1985 BUDGET	FINAL YTD TOTAL	AMOUNT OVERSPENT
115	HOURLY EMPLOYEE WAGES	503,900	516,102.95	(12,202.95)
119	TEMPORARY EMPLOYEE WAGES	0	25,929.45	(25,929.45)
121	EMPLOYER FICA	203,000	204,542.31	(1,542.31)
212	PRINTING SUPPLIES	30,000	31,401.83	(1,401.83)
223	OTHER OPERATING SUPPLIES	95,000	117,154.01	(22,154.01)
233	REPAIR PARTS/SUPPLIES	16,000	17,245.86	(1,245.86)
311	CONSULTING SERVICES	20,000	65,300.65	(45,300.65)
314	OTHER PROFESSIONAL SERVICES	3,500	5,506.01	(2,006.01)
323	TRAVEL EXPENSE	13,000	16,349.85	(3,349.85)
332	OUTSIDE PRINTING SERVICES	1,500	3,794.78	(2,294.78)
342	LIABILITY INSURANCE	38,000	73,924.00	(35,924.00)
354	WASTE DISPOSAL SERVICES	7,000	7,961.99	(961.99)
361	BUILDING-REPAIR & MAINT	107,000	128,700.71	(21,700.71)
396	COMPUTER SERVICES	66,000	90,446.50	(24,446.50)
397	PHOTOGRAPHIC SERVICES	3,000	6,261.32	(3,261.32)
440	FURNITURE & EQUIPMENT	95,269	157,554.90	(62,285.90)
451	BOOKS	776,000	809,647.42	(33,647.42)
453	NON-PRINT MATERIALS	121,100	121,800.09	(700.09)
	TOTAL	2,099,269.00	2,399,624.63	(300,355.63)

* S/A 440 IS ADJUSTED UPWARD 44,269 DUE TO ADDITIONAL 1985 APPROPRIATION FOR CABLE TV EQUIPMENT.

FS#040

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

26-Dec-85

S/A DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
112 SALARIED EMPLOYEES	2,127,300.00	162,242.93	163,369.78	245,685.19	162,477.44	160,817.90	156,502.42	153,900.33	155,735.55	239,055.74	158,469.00	2,082,175.92	36.95		97.88	45,124.08
115 HOURLY EMPLOYEES	503,900.00	38,245.71	37,854.11	57,619.27	42,556.48	41,542.30	41,810.45	39,710.46	40,339.77	59,652.48	40,507.35	516,102.95	9.16		102.42	(12,202.95)
117 SUMMER EMPLOYEES	83,100.00	42.25	0.00	3,545.94	20,461.90	23,611.15	22,599.09	3,562.74	206.04	0.00	0.00	74,029.11	1.31		89.08	9,070.89
119 TEMPORARY EMPLOYEES	0.00	2,144.99	3,327.19	2,208.68	2,194.73	3,206.84	2,619.72	1,268.56	775.68	2,930.24	2,348.21	25,929.45	0.46			(25,929.45)
110 TOTAL WAGES & SALARIES	2,714,300.00	202,675.88	204,551.08	309,059.08	227,690.55	229,178.19	223,531.68	198,442.09	197,057.04	301,638.46	201,324.56	2,698,237.43	47.88	7.12	99.41	16,062.57
121 EMPLOYER FICA	203,000.00	14,366.69	13,092.77	14,471.92	22,685.13	16,343.97	16,283.18	14,963.79	14,026.55	14,174.49	28,798.55	204,542.31	3.63	11.76	100.76	(1,542.31)
122 UNEMPLOYMENT COMP	8,000.00	330.98	421.07	1,072.00	643.00	192.00	191.00	278.92	363.96	712.51	766.00	5,836.44	0.10	(40.76)	72.96	2,163.56
123 EMPLOYER PERF	103,000.00	0.00	8,355.14	0.00	0.00	25,314.60	343.00	0.00	20,957.14	0.00	20,000.00	95,654.01	1.70	14.45	92.87	7,345.99
124 GROUP INSURANCE	174,149.00	15,634.72	7,677.98	17,771.19	9,625.42	7,874.23	15,707.14	8,762.77	7,314.24	16,231.09	5,482.36	134,303.65	2.38	17.56	77.12	39,845.35
120 TOTAL BENEFITS	488,149.00	30,332.39	29,546.96	33,315.11	32,953.55	49,724.80	32,524.32	24,005.48	42,661.89	31,118.09	55,046.91	440,336.41	7.81	12.71	90.21	47,812.59
TOTAL PERSONAL SERVICES	3,202,449.00	233,008.27	234,098.04	342,374.19	260,644.10	278,902.99	256,056.00	222,447.57	239,718.93	332,756.55	256,371.47	3,138,573.84	55.69	7.87	98.01	63,875.16
212 PRINTING SUPPLIES	30,000.00	5,783.86	5,894.31	3,265.68	3,600.61	928.06	2,732.60	2,003.62	3,376.62	1,257.13	1,058.19	31,401.83	0.56	12.24	104.67	(1,401.83)
213 OFFICE STATIONERY	20,000.00	2,121.35	1,528.34	676.32	513.77	2,205.90	6,676.90	645.21	1,367.36	890.48	783.55	17,747.04	0.31	(4.55)	88.74	2,252.96
210 OFFICE SUPPLIES	50,000.00	7,905.21	7,422.65	3,942.00	4,114.38	3,133.96	9,409.50	2,648.83	4,743.98	2,147.61	1,841.74	49,148.87	0.87	5.54	98.30	851.13
221 CLEANING SUPPLIES	20,000.00	3,114.23	997.29	427.67	1,128.55	1,305.40	643.04	619.54	1,272.43	509.84	1,448.21	13,231.70	0.23	50.82	66.16	6,768.30
222 FUEL, OIL, & LUBRICANTS	40,000.00	3,313.29	2,773.04	1,020.53	1,157.50	1,080.22	2,106.05	1,265.85	512.90	1,337.73	2,506.46	20,809.34	0.37	(29.03)	52.02	19,190.66
223 OTHER SUPPLIES	95,000.00	7,281.81	10,706.85	5,838.46	12,127.41	23,249.55	6,785.31	7,058.34	4,932.62	23,017.87	7,628.60	117,154.01	2.08	58.55	123.32	(22,154.01)
220 OPERATING SUPPLIES	155,000.00	13,709.33	14,477.18	7,286.66	14,413.46	25,635.17	9,534.40	8,943.73	6,717.95	24,865.44	11,583.27	151,195.05	2.68	35.01	97.55	3,804.95
231 BUILDING SUPPLIES	33,000.00	60.75	297.25	1,371.55	735.56	2,679.05	1,840.71	1,065.83	3,582.55	1,164.07	1,126.02	14,146.93	0.25	(70.40)	42.87	18,853.07
233 REPAIR PARTS/SUPPLIES	16,000.00	1,296.13	1,097.92	1,172.26	2,874.37	(199.77)	2,379.69	2,636.45	1,776.75	1,336.30	1,853.65	17,245.86	0.31	(18.25)	107.79	(1,245.86)
230 MAINTENANCE SUPPLIES	49,000.00	1,356.88	1,395.17	2,543.81	3,609.93	2,479.28	4,220.40	3,702.28	5,359.30	2,500.37	2,979.67	31,392.79	0.56	(54.45)	64.07	17,607.21
TOTAL SUPPLIES	254,000.00	22,971.42	23,295.00	13,772.47	22,137.77	31,248.41	23,164.30	15,294.84	16,821.23	29,513.42	16,404.68	231,736.71	4.11	1.87	91.23	22,263.29
311 CONSULTING SERVICES	20,000.00	6,781.53	5,835.36	3,569.59	2,104.89	2,222.22	6,999.27	9,490.48	10,321.25	6,988.62	10,748.24	65,300.65	1.16	73.02	326.50	(45,300.65)
312 BUILDING SERVICES	10,000.00	0.00	994.00	0.00	500.00	994.00	0.00	0.00	1,812.00		36.00	5,776.00	0.10	31.80	57.76	4,224.00
313 LEGAL SERVICES	4,000.00	362.50	0.00	1.00	39.00	182.00	0.00	0.00	37.50	130.00	0.00	901.50	0.02	(6.29)	22.54	3,098.50
314 OTHER PROFESSIONAL	3,500.00	205.60	5.00	255.00	247.60	541.00	410.00	367.63	461.72	61.34	2,766.61	5,506.01	0.10	43.14	157.31	(2,006.01)
310 PROFESSIONAL SERVICES	37,500.00	7,349.63	6,834.36	3,825.59	2,891.49	3,939.22	7,409.27	9,858.11	12,632.47	7,179.96	13,550.85	77,484.16	1.37	65.10	206.62	(39,984.16)
321 TELECOMMUNICATIONS	80,000.00	4,654.27	4,500.34	5,619.40	710.96	5,525.06	7,515.94	5,366.07	4,315.48	5,572.59	5,188.45	56,503.65	1.00	4.90	70.63	23,496.35
322 POSTAGE	48,000.00	5,413.28	363.14	5,255.66	5,230.59	5,660.57	5,393.39	1,379.44	3,325.73	3,772.94	3,952.65	45,237.56	0.80	29.25	94.24	2,762.44
323 TRAVEL EXPENSE	13,000.00	454.39	1,423.40	2,762.09	2,444.43	3,612.45	2,028.10	759.56	1,417.44	352.10	111.57	16,349.85	0.29	33.54	125.77	(3,349.85)
324 TRAINING & DEVELOPMENT	11,000.00	833.00	1,198.50	888.95	2,075.50	75.00	990.00	947.32	591.10	45.00	103.00	8,254.87	0.15	4.93	75.04	2,745.13
325 FREIGHT	300.00	60.60	70.00	0.00	126.52	0.00	0.00	0.00	0.00	0.00	0.00	299.25	0.01	(45.00)	99.75	0.75
320 COMMUNICATION SERVICES	152,300.00	11,415.54	7,555.38	14,526.10	10,588.00	14,873.08	15,927.43	8,452.39	9,649.75	9,742.63	9,355.67	126,645.18	2.25	15.64	83.16	25,654.82
331 ADVERTISING	2,200.00	16.00	366.95	309.95	0.00	40.00	66.20	512.90	37.00	196.00	0.00	2,042.30	0.04	162.76	92.83	157.70
332 OUTSIDE PRINTING	1,500.00	674.50	1,224.12	4,766.43	213.05	276.57	(4,395.61)	72.50	385.35	82.50	48.95	3,794.78	0.07	64.12	252.99	(2,294.78)
330 PRINTING & ADVERTISING	3,700.00	690.50	1,591.07	5,076.38	213.05	316.57	(4,329.41)	585.40	422.35	278.50	48.95	5,837.08	0.10	88.94	157.76	(2,137.08)
342 INSURANCE	38,000.00	(40.00)	0.00	971.00	909.00	30.00	0.00	2,779.00	7,215.00	61,820.00	0.00	73,924.00	1.31	111.22	194.54	(35,924.00)
340 TOTAL INSURANCE	38,000.00	(40.00)	0.00	971.00	909.00	30.00	0.00	2,779.00	7,215.00	61,820.00	0.00	73,924.00	1.31	111.22	194.54	(35,924.00)
351 UTILITIES-NATURAL GAS	93,000.00	11,315.12	15,841.57	3,835.28	1,263.63	323.14	1,541.62	1,900.59	1,316.10	3,241.37	1,956.33	62,608.10	1.11	(2.59)	67.32	30,391.90
352 UTILITIES-ELECTRIC	274,000.00	22,975.05	19,399.20	22,560.98	22,463.96	24,977.09	25,323.49	25,995.26	24,486.85	21,204.91	20,377.75	267,715.96	4.75	7.63	97.71	6,284.04
353 UTILITIES-WATER	7,000.00	379.39	286.79	37.25	650.39	523.74	613.78	545.83	500.66	383.42	344.55	4,733.22	0.08	(9.05)	67.62	2,266.78
354 WASTE DISPOSAL	7,000.00	287.54	508.87	126.42	569.97	385.90	522.17	2,729.62	729.97	745.39	863.51	7,961.99	0.14	16.63	113.74	(961.99)
350 UTILITY SERVICES	381,000.00	34,957.10	36,036.43	26,559.93	24,947.95	26,209.87	28,001.06	31,171.30	27,033.58	25,575.09	23,542.14	343,019.27	6.09	5.53	90.03	37,980.73

FS#040

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

26-Dec-85

S/A DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
361 BUILDINGS-REPAIR	107,000.00	6,552.45	3,789.46	2,103.45	3,887.98	10,935.72	9,923.85	6,333.42	9,000.91	18,820.89	48,324.81	128,700.71	2.28	1.99	120.28	(21,700.71)
362 EQUIPMENT SERVICE	50,000.00	3,428.93	3,713.96	7,023.74	5,646.11	6,467.64	3,504.84	1,797.05	1,642.31	3,180.08	1,481.58	43,240.84	0.77	(47.65)	86.48	6,759.16
363 SERVICE ON CONTRACT	50,000.00	8,353.93	5,749.04	4,236.63	2,828.17	4,071.47	2,905.38	4,657.17	2,120.58	3,271.50	7,558.31	48,655.68	0.86		97.31	1,344.32
360 REPAIR & MAINTENANCE	207,000.00	18,335.31	13,252.46	13,363.82	12,362.26	21,474.83	16,334.07	12,787.64	12,763.80	25,272.47	57,364.70	220,597.23	3.91	5.66	106.57	(13,597.23)
371 BUILDING RENTAL	5,000.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00	0.04	0.00	48.00	2,600.00
372 EQUIPMENT RENTAL	17,000.00	720.11	1,026.02	767.60	666.33	1,110.88	499.94	1,196.64	2,289.42	3,182.70	2,180.05	14,805.66	0.26	52.40	87.09	2,194.34
370 TOTAL RENT	22,000.00	920.11	1,226.02	967.60	866.33	1,310.88	699.94	1,396.64	2,489.42	3,382.70	2,380.05	17,205.66	0.31	42.02	78.21	4,794.34
391 DUES & MEMBERSHIPS	6,000.00	165.00	4,296.75	0.00	64.32	0.00	70.00	0.00	0.00	650.00	250.00	5,772.07	0.10	559.67	96.20	227.93
392 LOAN INTEREST	30,000.00	0.00	0.00	5,931.60	0.00	0.00	0.00	0.00	0.00	1,333.95	0.00	7,265.55	0.13	(56.67)	24.22	22,734.45
394 LIRF TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(100.00)		0.00
395 BINDERY SERVICES	35,000.00	2,929.29	2,496.95	1,200.22	5,341.29	1,111.37	1,460.41	4,660.21	1,413.83	3,787.52	3,230.61	30,683.03	0.54	40.63	87.67	4,316.97
396 COMPUTER SERVICES	66,000.00	10,661.70	5,023.23	7,220.34	8,286.45	9,023.76	10,834.79	10,393.17	9,373.03	7,292.48	8,420.18	90,446.50	1.60	42.76	137.04	(24,446.50)
397 PHOTOGRAPHIC SERVICES	3,000.00	432.21	856.52	215.90	856.89	492.05	949.26	317.27	32.61	1,158.61	83.44	6,261.32	0.11	534.21	208.71	(3,261.32)
398 PROPERTY TAXES	3,000.00	0.00	1,346.40	0.00	0.00	0.00	0.00	0.00	0.00	1,343.40	0.00	2,689.80	0.05	6.82	89.66	310.20
390 OTHER SERVICES	143,000.00	14,188.20	14,019.85	14,568.06	14,548.95	10,627.18	13,314.46	15,370.65	10,819.47	15,565.96	11,984.23	143,118.27	2.54	(36.05)	100.08	(118.27)
OTHER SERVICES & CHARGES	984,500.00	87,816.39	80,515.57	79,858.48	67,327.03	78,781.63	77,356.82	82,401.13	83,025.84	148,817.31	118,226.59	1,007,830.85	17.88	4.51	102.37	(23,330.85)
440 FURNITURE & EQUIPMENT	95,269.00	45,797.39	1,825.70	13,685.05	21,518.41	1,821.23	2,365.00	369.99	4,074.77	12,557.40	51,613.43	157,554.90	2.80	56.04	165.38	(62,285.90)
451 BOOKS	776,000.00	45,911.33	54,751.50	75,680.86	68,059.20	85,347.86	87,610.51	63,459.22	74,924.10	95,476.73	86,083.17	809,647.42	14.37	14.28	104.34	(33,647.42)
452 PERIODICALS	202,900.00	6,300.60	3,715.60	14,974.84	729.02	6,035.07	4,996.11	7,413.87	10,353.43	95,984.13	8,003.28	168,552.49	2.99	(3.08)	83.07	34,347.51
453 NONPRINT MATERIALS	121,100.00	4,991.52	2,929.56	21,279.57	7,101.86	6,570.07	10,291.93	9,561.02	7,539.80	22,354.75	23,848.99	121,800.09	2.16	26.06	100.58	(700.09)
450 TOTAL LIBRARY MATERIAL	1,100,000.00	57,203.45	61,396.66	111,935.27	75,890.08	97,953.00	102,898.55	80,434.11	92,817.33	213,815.61	117,935.44	1,100,000.00	19.52	12.36	100.00	(.00)
TOTAL CAPITAL OUTLAYS	1,195,269.00	103,000.84	63,222.36	125,620.32	97,408.49	99,774.23	105,263.55	80,804.10	96,892.10	226,373.01	169,548.87	1,257,554.90	22.31	16.44	105.21	(62,285.90)
TOTAL OPERATING FUND	5,636,218.00	446,796.92	401,130.97	561,625.46	447,517.39	488,707.26	461,840.67	400,947.64	436,458.10	737,460.29	560,551.61	5,635,696.30	100.00	8.77	99.99	521.70

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

S/A	DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
112	SALARIED EMPLOYEES	2,082,697.62	162,242.93	163,369.78	245,685.19	162,477.44	160,817.90	156,502.42	153,900.33	155,735.55	239,055.74	158,469.00	2,082,175.92	36.95		99.97	521.70
115	HOURLY EMPLOYEES	516,102.95	38,245.71	37,854.11	57,619.27	42,556.48	41,542.30	41,810.45	39,710.46	40,339.77	59,652.48	40,507.35	516,102.95	9.16		100.00	0.00
117	SUMMER EMPLOYEES	74,029.11	42.25	0.00	3,545.94	20,461.90	23,611.15	22,599.09	3,562.74	206.04	0.00	0.00	74,029.11	1.31		100.00	0.00
119	TEMPORARY EMPLOYEES	25,929.45	2,144.99	3,327.19	2,208.68	2,194.73	3,206.84	2,619.72	1,268.56	775.68	2,930.24	2,348.21	25,929.45	0.46			0.00
110	TOTAL WAGES & SALARIES	2,698,759.13	202,675.88	204,551.08	309,059.08	227,690.55	229,178.19	223,531.68	198,442.09	197,057.04	301,638.46	201,324.56	2,698,237.43	47.88	7.12	99.98	521.70
121	EMPLOYER FICA	204,542.31	14,366.69	13,092.77	14,471.92	22,685.13	16,343.97	16,283.18	14,963.79	14,026.55	14,174.49	28,798.55	204,542.31	3.63	11.76	100.00	0.00
122	UNEMPLOYMENT COMP	5,836.44	330.98	421.07	1,072.00	643.00	192.00	191.00	278.92	363.96	712.51	766.00	5,836.44	0.10	(40.76)	100.00	.00
123	EMPLOYER PERF	95,654.01	0.00	8,355.14	0.00	0.00	25,314.60	343.00	0.00	20,957.14	0.00	20,000.00	95,654.01	1.70	14.45	100.00	0.00
124	GROUP INSURANCE	134,303.65	15,634.72	7,677.98	17,771.19	9,625.42	7,874.23	15,707.14	8,762.77	7,314.24	16,231.09	5,482.36	134,303.65	2.38	17.56	100.00	0.00
120	TOTAL BENEFITS	440,336.41	30,332.39	29,546.96	33,315.11	32,953.55	49,724.80	32,524.32	24,005.48	42,661.89	31,118.09	55,046.91	440,336.41	7.81	12.71	100.00	.00
	TOTAL PERSONAL SERVICES	3,139,095.54	233,008.27	234,098.04	342,374.19	260,644.10	278,902.99	256,056.00	222,447.57	239,718.93	332,756.55	256,371.47	3,138,573.84	55.69	7.87	99.98	521.70
212	PRINTING SUPPLIES	31,401.83	5,783.86	5,894.31	3,265.68	3,600.61	928.06	2,732.60	2,003.62	3,376.62	1,257.13	1,058.19	31,401.83	0.56	12.24	100.00	0.00
213	OFFICE STATIONERY	17,747.04	2,121.35	1,528.34	676.32	513.77	2,205.90	6,676.90	645.21	1,367.36	890.48	783.55	17,747.04	0.31	(4.55)	100.00	0.00
210	OFFICE SUPPLIES	49,148.87	7,905.21	7,422.65	3,942.00	4,114.38	3,133.96	9,409.50	2,648.83	4,743.98	2,147.61	1,841.74	49,148.87	0.87	5.54	100.00	0.00
221	CLEANING SUPPLIES	13,231.70	3,114.23	997.29	427.67	1,128.55	1,305.40	643.04	619.54	1,272.43	509.84	1,448.21	13,231.70	0.23	50.82	100.00	0.00
222	FUEL, OIL, & LUBRICANTS	20,809.34	3,313.29	2,773.04	1,020.53	1,157.50	1,080.22	2,106.05	1,265.85	512.90	1,337.73	2,506.46	20,809.34	0.37	(29.03)	100.00	0.00
223	OTHER SUPPLIES	117,154.01	7,281.81	10,706.85	5,838.46	12,127.41	23,249.55	6,785.31	7,058.34	4,932.62	23,017.87	7,628.60	117,154.01	2.08	58.55	100.00	0.00
220	OPERATING SUPPLIES	151,195.05	13,709.33	14,477.18	7,286.66	14,413.46	25,635.17	9,534.40	8,943.73	6,717.95	24,865.44	11,583.27	151,195.05	2.68	35.01	100.00	0.00
231	BUILDING SUPPLIES	14,146.93	60.75	297.25	1,371.55	735.56	2,679.05	1,840.71	1,065.83	3,582.55	1,164.07	1,126.02	14,146.93	0.25	(70.40)	100.00	0.00
233	REPAIR PARTS/SUPPLIES	17,245.86	1,296.13	1,097.92	1,172.26	2,874.37	(199.77)	2,379.69	2,636.45	1,776.75	1,336.30	1,853.65	17,245.86	0.31	(18.25)	100.00	0.00
230	MAINTENANCE SUPPLIES	31,392.79	1,356.88	1,395.17	2,543.81	3,609.93	2,479.28	4,220.40	3,702.28	5,359.30	2,500.37	2,979.67	31,392.79	0.56	(54.45)	100.00	0.00
	TOTAL SUPPLIES	231,736.71	22,971.42	23,295.00	13,772.47	22,137.77	31,248.41	23,164.30	15,294.84	16,821.23	29,513.42	16,404.68	231,736.71	4.11	1.87	100.00	0.00
311	CONSULTING SERVICES	65,300.65	6,781.53	5,835.36	3,569.59	2,104.89	2,222.22	6,999.27	9,490.48	10,321.25	6,988.62	10,748.24	65,300.65	1.16	73.02	100.00	0.00
312	BUILDING SERVICES	5,776.00	0.00	994.00	0.00	500.00	994.00	0.00	0.00	1,812.00		36.00	5,776.00	0.10	31.80	100.00	0.00
313	LEGAL SERVICES	901.50	362.50	0.00	1.00	39.00	182.00	0.00	0.00	37.50	130.00	0.00	901.50	0.02	(6.29)	100.00	0.00
314	OTHER PROFESSIONAL	5,506.01	205.60	5.00	255.00	247.60	541.00	410.00	367.63	461.72	61.34	2,766.61	5,506.01	0.10	43.14	100.00	0.00
310	PROFESSIONAL SERVICES	77,484.16	7,349.63	6,834.36	3,825.59	2,891.49	3,939.22	7,409.27	9,858.11	12,632.47	7,179.96	13,550.85	77,484.16	1.37	65.10	100.00	0.00
321	TELECOMMUNICATIONS	56,503.65	4,654.27	4,500.34	5,619.40	710.96	5,525.06	7,515.94	5,366.07	4,315.48	5,572.59	5,188.45	56,503.65	1.00	4.90	100.00	0.00
322	POSTAGE	45,237.56	5,413.28	363.14	5,255.66	5,230.59	5,660.57	5,393.39	1,379.44	3,325.73	3,772.94	3,952.65	45,237.56	0.80	29.25	100.00	0.00
323	TRAVEL EXPENSE	16,349.85	454.39	1,423.40	2,762.09	2,444.43	3,612.45	2,028.10	759.56	1,417.44	352.10	111.57	16,349.85	0.29	33.54	100.00	0.00
324	TRAINING & DEVELOPMENT	8,254.87	833.00	1,198.50	888.95	2,075.50	75.00	990.00	947.32	591.10	45.00	103.00	8,254.87	0.15	4.93	100.00	0.00
325	FREIGHT	299.25	60.60	70.00	0.00	126.52	0.00	0.00	0.00	0.00	0.00	0.00	299.25	0.01	(45.00)	100.00	0.00
320	COMMUNICATION SERVICES	126,645.18	11,415.54	7,555.38	14,526.10	10,588.00	14,873.08	15,927.43	8,452.39	9,649.75	9,742.63	9,355.67	126,645.18	2.25	15.64	100.00	0.00
331	ADVERTISING	2,042.30	16.00	366.95	309.95	0.00	40.00	66.20	512.90	37.00	196.00	0.00	2,042.30	0.04	162.76	100.00	0.00
332	OUTSIDE PRINTING	3,794.78	674.50	1,224.12	4,766.43	213.05	276.57	(4,395.61)	72.50	385.35	82.50	48.95	3,794.78	0.07	64.12	100.00	.00
330	PRINTING & ADVERTISING	5,837.08	690.50	1,591.07	5,076.38	213.05	316.57	(4,329.41)	585.40	422.35	278.50	48.95	5,837.08	0.10	88.94	100.00	.00
342	INSURANCE	73,924.00	(40.00)	0.00	971.00	909.00	30.00	0.00	2,779.00	7,215.00	61,820.00	0.00	73,924.00	1.31	111.22	100.00	0.00
340	TOTAL INSURANCE	73,924.00	(40.00)	0.00	971.00	909.00	30.00	0.00	2,779.00	7,215.00	61,820.00	0.00	73,924.00	1.31	111.22	100.00	0.00
351	UTILITIES-NATURAL GAS	62,608.10	11,315.12	15,841.57	3,835.28	1,263.63	323.14	1,541.62	1,900.59	1,316.10	3,241.37	1,956.33	62,608.10	1.11	(2.59)	100.00	0.00
352	UTILITIES-ELECTRIC	267,715.96	22,975.05	19,393.20	22,560.98	22,463.96	24,977.09	25,323.49	25,995.26	24,486.85	21,204.91	20,377.75	267,715.96	4.75	7.63	100.00	0.00
353	UTILITIES-WATER	4,733.22	379.39	286.79	37.25	650.39	523.74	613.78	545.83	500.66	383.42	344.55	4,733.22	0.08	(9.05)	100.00	0.00
354	WASTE DISPOSAL	7,961.99	287.54	508.87	126.42	569.97	385.90	522.17	2,729.62	729.97	745.39	863.51	7,961.99	0.14	16.63	100.00	0.00
350	UTILITY SERVICES	343,019.27	34,957.10	36,036.43	26,559.93	24,947.95	26,209.87	28,001.06	31,171.30	27,033.58	25,575.09	23,542.14	343,019.27	6.09	5.53	100.00	0.00

FS#040

ALLEN COUNTY PUBLIC LIBRARY--OPERATING FUND
STATEMENT OF EXPENDITURES--1985

30-DEC-85

S/A DESCRIPTION	1985 BUDGET	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	% TOT	V% 1984	YTD %BUDG	BALANCE
361 BUILDINGS-REPAIR	128,700.71	6,552.45	3,789.46	2,103.45	3,887.98	10,935.72	9,923.85	6,333.42	9,000.91	18,820.89	48,324.81	128,700.71	2.28	1.99	100.00	.00
362 EQUIPMENT SERVICE	43,240.84	3,428.93	3,713.96	7,023.74	5,646.11	6,467.64	3,504.84	1,797.05	1,642.31	3,180.08	1,481.58	43,240.84	0.77	(47.65)	100.00	0.00
363 SERVICE ON CONTRACT	48,655.68	8,353.93	5,749.04	4,236.63	2,828.17	4,071.47	2,905.38	4,657.17	2,120.58	3,271.50	7,558.31	48,655.68	0.86		100.00	0.00
360 REPAIR & MAINTENANCE	220,597.23	18,335.31	13,252.46	13,363.82	12,362.26	21,474.83	16,334.07	12,787.64	12,763.80	25,272.47	57,364.70	220,597.23	3.91	5.66	100.00	.00
371 BUILDING RENTAL	2,400.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00	0.04	0.00	100.00	0.00
372 EQUIPMENT RENTAL	14,805.66	720.11	1,026.02	767.60	666.33	1,110.88	499.94	1,196.64	2,289.42	3,182.70	2,180.05	14,805.66	0.26	52.40	100.00	0.00
370 TOTAL RENT	17,205.66	920.11	1,226.02	967.60	866.33	1,310.88	699.94	1,396.64	2,489.42	3,382.70	2,380.05	17,205.66	0.31	42.02	100.00	0.00
391 DUES & MEMBERSHIPS	5,772.07	165.00	4,296.75	0.00	64.32	0.00	70.00	0.00	0.00	650.00	250.00	5,772.07	0.10	559.67	100.00	0.00
392 LOAN INTEREST	7,265.55	0.00	0.00	5,931.60	0.00	0.00	0.00	0.00	0.00	1,333.95	0.00	7,265.55	0.13	(56.67)	100.00	(.00)
394 LIRF TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(100.00)		0.00
395 BINDERY SERVICES	30,683.03	2,929.29	2,496.95	1,200.22	5,341.29	1,111.37	1,460.41	4,660.21	1,413.83	3,787.52	3,230.61	30,683.03	0.54	40.63	100.00	0.00
396 COMPUTER SERVICES	90,446.50	10,661.70	5,023.23	7,220.34	8,286.45	9,023.76	10,834.79	10,393.17	9,373.03	7,292.48	8,420.18	90,446.50	1.60	42.76	100.00	0.00
397 PHOTOGRAPHIC SERVICES	6,261.32	432.21	856.52	215.90	856.89	492.05	949.26	317.27	32.61	1,158.61	83.44	6,261.32	0.11	534.21	100.00	.00
398 PROPERTY TAXES	2,689.80	0.00	1,346.40	0.00	0.00	0.00	0.00	0.00	0.00	1,343.40	0.00	2,689.80	0.05	6.82	100.00	0.00
390 OTHER SERVICES	143,118.27	14,188.20	14,019.85	14,568.06	14,548.95	10,627.18	13,314.46	15,370.65	10,819.47	15,565.96	11,984.23	143,118.27	2.54	(36.05)	100.00	0.00
OTHER SERVICES & CHARGES	1,007,830.85	87,816.39	80,515.57	79,858.48	67,327.03	78,781.63	77,356.82	82,401.13	83,025.84	148,817.31	118,226.59	1,007,830.85	17.88	4.51	100.00	.00
440 FURNITURE & EQUIPMENT	157,554.90	45,797.39	1,825.70	13,685.05	21,518.41	1,821.23	2,365.00	369.99	4,074.77	12,557.40	51,613.43	157,554.90	2.80	56.04	100.00	0.00
451 BOOKS	809,647.42	45,911.33	54,751.50	75,680.86	68,059.20	85,347.86	87,610.51	63,459.22	74,924.10	95,476.73	86,083.17	809,647.42	14.37	14.28	100.00	0.00
452 PERIODICALS	168,552.49	6,300.60	3,715.60	14,974.84	729.02	6,035.07	4,996.11	7,413.87	10,353.43	95,984.13	8,003.28	168,552.49	2.99	(3.08)	100.00	0.00
453 NONPRINT MATERIALS	121,800.09	4,991.52	2,929.56	21,279.57	7,101.86	6,570.07	10,291.93	9,561.02	7,539.80	22,354.75	23,848.99	121,800.09	2.16	26.06	100.00	0.00
450 TOTAL LIBRARY MATERIAL	1,100,000.00	57,203.45	61,396.66	111,935.27	75,890.08	97,953.00	102,898.55	80,434.11	92,817.33	213,815.61	117,935.44	1,100,000.00	19.52	12.36	100.00	0.00
TOTAL CAPITAL OUTLAYS	1,257,554.90	103,000.84	63,222.36	125,620.32	97,408.49	99,774.23	105,263.55	80,804.10	96,892.10	226,373.01	169,548.87	1,257,554.90	22.31	16.44	100.00	0.00
TOTAL OPERATING FUND	5,636,218.00	446,796.92	401,130.97	561,625.46	447,517.39	488,707.26	461,840.67	400,947.64	436,458.10	737,460.29	560,551.61	5,635,696.30	100.00	8.77	99.99	521.70

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

AGENDA ITEM 9
Requested Action: Approval

THE REVISED 1986 OPERATING FUND BUDGET

The 1986 Operating Fund budget which was adopted by the Board in August has undergone reviews and revisions by various agencies since that time. It is necessary for the Board to adopt a revised budget to take into account these acquired changes.

To recapitulate the budget process:

In our local budget review, the examiner cut our proposed budget of $6,550,000 by a net amount of $350,486 and requested the Board to reduce, formally, the 1985 spending authority to guarantee a carryover cash cushion. At its November meeting, the Board did reduce the 1985 budget by $170,000. On November 27 we argued successfully before the Local Government Tax Control Board for return of $205,000 of the amount cut by the local examiner. At both levels, our proposed transfer of $125,000 to the Library Improvement Reserve Fund (LIRF) was cited as a major reason for the cuts. The net effect of all these changes is that we have more potential spending authority than we really need for 1986. (Cuts of $350,486, restorations of $170,000 and $205,000 equals a potential net gain of $24,514.)

We propose that the Board adopt today a 1986 Operating budget of $6,404,514 and that, at the January 1986 meeting, the Board begin the process to appropriate $20,486 of the $170,000 set aside earlier to restore the budget to the amount originally adopted in August, less the $125,000 earmarked for transfer to LIRF. A budget at this level will provide necessary operating expenses and will allow an adequate cash cushion at the end of 1986.

FS#231 ALLEN COUNTY PUBLIC LIBRARY 27-Dec-85

1986 OPERATING BUDGET PROPOSAL

S/A	DESCRIPTION	1986 BUDGET APPROVED 8/29	CHANGES	CHANGES	1986 BUDGET TO BE APPROVED 30 DEC
112	SALARIES	2,480,830	(95,486)#1	95,486 #2	2,480,830
115	HOURLY WAGES	500,257			500,257
117	SUMMER HELP	100,000			100,000
119	TEMPORARY HELP	38,913			38,913
	TOTAL WAGES	3,120,000	(95,486)	95,486	3,120,000
121	FICA	223,080		944 #2	224,024
122	UNEMPLOYMENT	10,000			10,000
123	PERF	117,840			117,840
124	GROUP INSURANCE	220,000	(40,000)#1		180,000
	TOTAL BENEFITS	570,920	(40,000)	944	531,864
	TOTAL COMP & BENEF	3,690,920	(135,486)	96,430	3,651,864
213	OFFICE SUPPLIES	52,500			52,500
221	CLEANING SUPPLIES	21,000			21,000
222	FUEL	34,920			34,920
223	OPERATING SUPPLIES	96,750			96,750
231	BUILDING SUPPLIES	34,650			34,650
233	REPAIR PARTS	29,200			29,200
	TOTAL SUPPLIES	269,020	0		269,020
314	PROFESSNL SERVICES	24,500			24,500
321	TELECOMMUNICATION	69,300			69,300
322	POSTAGE/FREIGHT	48,172			48,172
323	TRAVEL EXPENSE	32,500			32,500
324	TRAINING/DEVELPMNT	13,000			13,000
332	ADVERTISNG/PRINTNG	7,500			7,500
342	INSURANCE	75,000			75,000
351	NATURAL GAS	75,000			75,000
352	ELECTRICITY	296,076			296,076
353	WATER	6,000			6,000
354	TRASH/SEWER	7,600			7,600
361	BLDG REP& MAINT	112,700			112,700
362	EQUIP MAINT/REP	48,800			48,800
363	EQP SERV CONTRACTS	58,282			58,282
372	RENTAL/LEASING	36,840			36,840
391	DUES	6,300			6,300
392	LOAN INTEREST	15,000			15,000
394	LIRF TRANSFER	125,000	(125,000)#1		0
395	BINDERY	25,000			25,000
396	COMPUTER SERVICES	88,250		18,570 #2	106,820
397	PHOTOGRAPHIC SERV	5,500			5,500
398	PROPERTY TAXES	2,900			2,900
	OTH SERV & CHARGES	1,179,220	(125,000)#1	18,570	1,072,790
440	EQUIPMENT	160,840	(40,000)#1	40,000 #2	160,840
451	BOOKS	931,428	(50,000)#1	50,000 #2	931,428
452	PERIODICALS	193,835			193,835
453	NONPRINT MATERIALS	124,737			124,737
	CAPITAL OUTLAYS	1,410,840	(90,000)	90,000	1,410,840
	TOTAL BUDGET	6,550,000	(350,486)	205,000	6,404,514

NOTES: #1--STATE EXAMINER HEARING 13 NOVEMBER 1985, LOST 350,486
#2--APPEAL HEARING 27 NOVEMBER 1985, GAINED 205,000
#3--ADDITIONAL APPROPRIATION IN 1986, 20486

ALLEN COUNTY PUBLIC LIBRARY 27-Dec-85
1986 OPERATING FUND BUDGET

ITEM	ACPL BOARD	CHANGE	TAX EXAMINER
TOTAL BUDGET ESTIMATE--1986	6,550,000	(350,486)	6,199,514
SPENDING AUTHORITY-7/01-12/31/85	3,100,000	(13,512)	3,086,488
FUNDS REQUIRED 7/01/85-12/31/86	9,650,000	(363,998)	9,286,002
FUND BALANCE-6/30/85	800,000	102,527	902,527
PROPERTY TAXES 7/01-12/31/85	2,274,475	(168,510)	2,105,965
MISC INCOME 7/01-12/31/85	571,589	63,143	634,732
MISCELLANEOUS INCOME 1986	1,064,160	(14,073)	1,050,087
TOTAL	4,710,224	(16,913)	4,693,311
NET AMOUNT TO BE RAISED FOR EXP	4,939,776	(347,085)	4,592,691
OPERATING BALANCE 12/31/86	196,500	(188,044)	8,456
TAX LEVY AMOUNT 1986	5,136,276	(535,129)	4,601,147
TAX RATE $100 ASSESSED VALUATION	0.4200	(0.1050)	0.3150
ASSESSED VALUATION 1986			1,460,681,550
RATE * ASSESSED VALUATION	6,134,863		4,601,147
1984 PROPERTY TAX LEVY			4,165,706
AMOUNT ACTUALLY RECEIVED			4,192,093
PERCENT +/-			0.63%
TAX RATE			0.2994
1985 PROPERTY TAX LEVY			4,372,696
AMOUNT ACTUALLY RECEIVED			4,027,365
PERCENT +/-			-7.90%
TAX RATE			0.3134

HOW WE ARRIVED AT THE NEW BUDGET NUMBER:

ORIGINAL	6,550,000
TAX EXAMINER	350,486
PRE-APPEAL	6,199,514
APPEAL	205,000
POST-APPEAL	6,404,514
ADDL APPROP	20,486
TOTAL	6,425,000

THE EFFECT IS THE SAME AS CUTTING LIRF FROM THE ORIGINAL AMOUNT.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

AGENDA ITEM 11 (This item was tabled at the 26 November meeting as #9)
Requested Action: Approval of proposal

PROPOSAL TO PAY TREASURER OF THE BOARD AN ANNUAL SALARY

The Treasurer of the Board, unlike any other Board member or employee, has an additional responsibility imposed by state regulations: The Treasurer is personally liable for any shortage of funds, defalcations, incorrect or improper payments, or other charges incurred by the Library, whether deliberate or not and whether the Treasurer has any knowledge of the matter or not.

Through bonding and insurance the Board has reduced the vulnerability of the Treasurer to the minimum possible amount which is currently $2,500. We propose that the Board eliminate the remaining liability by resolving to pay the Treasurer of the Library a salary which will, after deductions, provide a net amount of $2,500 for the Treasurer of the Board. This will require an amendment to the Authorized Staffing Table and an annual review, beginning in 1986, of the amount.

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AGENDA ITEM 12
Requested Action: Approval of the 1986 Personnel Compensation Budget

At its August meeting the Board of Library Trustees authorized a total personnel compensation budget of $3,120,000.

The dramatic growth of the Library continues. Our proposal for the allocation of the personnel compensation budget addresses both causes and effects of continuing growth and increased public service. The most apparent effect of accelerating growth is that the rate of growth outstrips the ability of present staff to deliver services in a timely, effective way. Therefore, our proposal includes the creation of 16 positions, i.e. the addition of 10.1 FTE. In addition, growth happens not only when more is done but when more is done better with staff whose skills, abilities, and job responsibilities have increased significantly. For this reason, our proposal calls for the reclassification or increase within grade of 8 positions. Finally, the greatest treasure of the Library is its staff. From shelvers to clerks to housekeepers to librarians, the staff has been responsible for the tremendous growth and accomplishments of this organization. To recognize and motivate achievement we propose a 5% increase in compensation for 1986.

The following details illustrate the three components of our proposal for the allocation of the $3,120,000 compensation budget:

Current staff compensation: 201.4 FTE TOTAL $2,742,390.00

Reclassification of the following positions:

Public Services			
Circulation Services	Manager	$17,856.68 to $21,067.97	$3,211.29
Business & Technology	Periodical Room Assistant	$10,352.64 to 12,943.28	2,590.64
Genealogy	Assistant Department Manager	$16,366.23 to 17,500.00	1,133.77
Support Services			
Purchasing	Purchasing Agent	$11,969.81 to 13,483.45	1,513.64
Security	Lead Person	$ 4,815.20 to 5,168.60	353.40
Financial Services			
Financial Assistant	Financial Assistant	$13,483.45 to 15,263.83	1,780.30
Public Information Services	Assistant/Graphic Artist	$15,263.83 to 16,366.23	1,102.40
Printing Services	Manager	$17,856.68 to 21,067.97	3,211.29
Technical Services			
Acquisitions	Acquisition Supervisor	$12,641.22 to 13,483.45	842.23
		TOTAL	$15,738.96

Addition of the following positions:

Public Services				
Circulation Services	1 Grade 3	Clerk/typist	.5 FTE	5,168.80
	1 Grade 1	Filer	.5 FTE	4,201.60
	1 Grade 1	Filer	.5 FTE	4,201.60
	1 Grade 3	Collector	.5 FTE	5,168.80
Business & Technology	1 Grade 3	Periodical Room Assistant	.5 FTE	5,168.80
Young Adult Services	1 Grade 3	Clerk	.5 FTE	5,168.80
	1 Grade 3	Clerk	.1 FTE	1,292.20
Art, Music, & Audio Visual Serv.	1 Grade 1	Page	.5 FTE	4,201.60
	1 Grade 1	Page	.5 FTE	4,201.60
Children's Serv.	1 Grade 3	Clerk (will combine with current .5 FTE position to equal 1.0 FTE)	.5 FTE	5,168.80
Branch and Bookmobile				
Georgetown	1 Grade 3	Clerk	.5 FTE	5,168.80
	1 Grade 3	Clerk	.5 FTE	5,168.80
Shawnee	1 Grade 3	Clerk	.5 FTE	5,168.80
	1 Grade 3	Clerk	.5 FTE	5,168.80
Interdivisional				
Public Services Branch & Bookmobiles	1 Grade E Floater (Librarian)		1.0 FTE	15,263.83
Financial Services				
Financial Services	1 Grade 3	Clerk	1.0 FTE	10,352.60
Public Information Services	1 Grade 3	Clerk	1.0 FTE	10,352.60
Technical Services				
Acquisitions	1 Grade 3	Clerk	.5 FTE	5,168.80
			TOTAL	$105,770.71

A 5% increase in compensation:		$143,194.00
Total expenditures:	Staff: 211.5 FTE	$3,007,094.00
	Summer staff	100,000.00
	Temporary staff	38,913.00
		$3,146,006.00
	LSCA	-31,044.00
		$3,114,962.00
	Contingency	5,037.00
	TOTAL 1986 compensation budget:	$3,120,000.00

1986 Salary and Wage Schedule

Grade	Full-time	Part-time	FTE	1985 Hourly	1986 Hourly	1985 Salary	1986 Salary
9	1	0	1.0	$-----	$-----	$50,284	$52,798
8	8	0	8.0	-----	-----	27,560 to 37,100	31,231 to 38,955
7	23	0	23.0	-----	-----	17,808 to 26,288	18,698 to 28,000
E	48	1	48.7	6.48 to 9.73	6.80 to 10.21	13,483 to 20,240 (MLS -- 16,853)	14,157 to 21,252 (MLS -- 17,695)
4	22	1	22.5	5.53 to 6.72	5.81 to 7.06	11,520 to 13,989	12,096 to 14,688
3	33	45	58.0	4.97	5.22	10,352	10,869
2	11	24	24.6	4.63	4.86	9,630	10,111
1	2	45	25.7	4.04	4.23	8,387	8,806
	148	116	211.5				

POSITION NUMBER	POSITION TITLE	EMPLOYEE NAME	POSITION GRADE	FULL TIME PART TIME	FULL TIME EQUIVALENT	WAGES/SALARY	FICA	PERFWAGES/BENEFITS	TOTAL
001	DIRECT	??????????	9	40	1	52798.20	3775.07	2375.92	58949.19
002	SECY	SMITH,K	E	40	1	15801.30	1129.79	711.06	17642.15
003	AUTO PROJ MGR	STANLEY	8	40	1	31231.20	2233.03	1405.40	34869.63
100	DIV MGR	KAYE	8	40	1	31231.20	2233.03	1405.40	34869.63
110	BRAN MGR/BIBLO	WITWER,KATHY	7	40	1	27602.40	1973.57	1242.11	30818.08
111	ASST MGR	GRIMM	E	40	1	18375.00	1313.81	826.87	20515.69
112	BKM LIBRN	GAUNT	E	40	1	15801.30	1129.79	711.06	17642.15
113	BKM LIBRN	BALLARD	E	40	1	15801.30	1129.79	711.06	17642.15
114	BRAN LIBRN	GORDON	E	40	1	14157.62	1012.27	637.09	15806.98
115	BRAN CLK	CAVANAUGH	3	40	1	10870.27	777.22	489.16	12136.66
116	BRAN CLK	BROOKS,G	3	40	1	10870.27	777.22	489.16	12136.66
117	BRAN CLK	BROWN,CHRISTA	3	32	.8	8696.22	621.78	391.33	9709.33
118	BRAN CLK	YONKMAN	3	16	.4	4348.11	310.89		4659.00
119	BRAN CLK	MEEHAN	3	16	.4	4348.11	310.89		4659.00
120	PAGING		1	24	.6	5283.85	377.80		5661.64
121	BRAN CLK	GRIME	3	16	.4	4348.11	310.89		4659.00
122	BRAN CLK	SCHNIPKE	3	20	.5	5435.14	388.61		5823.75
123	BRAN CLK	FENNELL	3	20	.5	5435.14	388.61		5823.75
124	BRAN CLK	HARGES	3	20	.5	5435.14	388.61		5823.75
125	BRAN CLK	??????????	3	20	.5	5435.14	388.61		5823.75
126	BRAN CLK	??????????	3	20	.5	5435.14	388.61		5823.75
130	BRAN MGR	TUSTISON	E	40	1	15801.30	1129.79	711.06	17642.15
140	BRAN MGR	MEADOWS	7	40	1	22121.37	1581.68	995.46	24698.51
141	BRAN ASST	GERIG	4	40	1	12096.08	864.87	544.32	13505.28
142	BRAN CLK	BUSING	3	40	1	10870.27	777.22	489.16	12136.66
143	BRAN CLK	HOWARD	3	25	.625	6793.92	485.77		7279.68
144	BRAN CLK	ROSS,M	3	20	.5	5435.14	388.61		5823.75
145	PAGING		1	20	.5	4403.21	314.83		4718.04
150	BRAN MGR	HUNT	7	40	1	23445.24	1676.33	1055.04	26176.61
151	BKM LIBRN	GUFFEY	E	40	1	15801.30	1129.79	711.06	17642.15
152	BKM LIBRN	??????????	E	40	1	15801.30	1129.79	711.06	17642.15
153	BRAN ASST	SEIFERT	4	40	1	12096.08	864.87	544.32	13505.28
154	BRAN CLK	WITWER,KAY	3	40	1	10870.27	777.22	489.16	12136.66
155	BRAN CLK	TOBIN	3	20	.5	5435.14	388.61		5823.75
156	BRAN CLK	BARRETT	3	36	.9	9783.24	699.50	440.25	10922.99
157	BRAN CLK	VAKERICS	3	20	.5	5435.14	388.61		5823.75
158	PAGING		1	20	.5	4403.21	314.83		4718.04
170	BRAN MGR	ELLIOTT	E	40	1	16178.65	1156.77	728.04	18063.46
171	BRAN ASST	WAGNER	4	20	.5	6048.04	432.44		6480.48
180	BRAN MGR	MROZOWSKI	7	40	1	22121.37	1581.68	995.46	24698.51
181	BRAN ASST	WISSMAN	4	40	1	13063.00	934.00	587.83	14584.84
182	BRAN CLK	PEMBERTON	3	22	.55	5978.65	427.47		6406.12
183	BRAN CLK	BUHR	3	20	.5	5435.14	388.61		5823.75
190	BRAN MGR	PAYNE	E	40	1	16178.65	1156.77	728.04	18063.46
191	BRAN ASST	CATO	4	40	1	12096.08	864.87	544.32	13505.28
200	BRAN MGR	LAUER	7	40	1	23445.24	1676.33	1055.04	26176.61
201	BKM LIBRN	REYNOLDS	E	40	1	15801.30	1129.79	711.06	17642.15
202	BKM LIBRN	LINNEMEYER	E	40	1	15801.30	1129.79	711.06	17642.15
203	BRAN ASST	MAKRIS	4	40	1	12096.08	864.87	544.32	13505.28
204	BRAN CLK	MERTZ	3	40	1	10870.27	777.22	489.16	12136.66
205	BRAN CLK	MCKENNA	3	25	.625	6793.92	485.77		7279.68
206	PAGING		1	20	.5	4403.21	314.83		4718.04
207	BRAN CLK	??????????	3	20	.5	5435.14	388.61		5823.75
208	BRAN CLK	??????????	3	20	.5	5435.14	388.61		5823.75
210	BRAN MGR	?????????	7	40	1	22121.37	1581.68	995.46	24698.51
211	BRAN ASST	MUSTIN	4	40	1	12096.08	864.87	544.32	13505.28
212	BRAN CLK	BOCKELMAN	3	32	.8	8696.22	621.78	391.33	9709.33
213	BRAN CLK	JERNEJCIC	3	20	.5	5435.14	388.61		5823.75
214	PAGING		1	20	.5	4403.21	314.83		4718.04

HOURS & FTE WAGES/BENEFITS	
ADMIN SVCS	
HOURS	120
FTE	3
WAGES	99830.70
WAGES/BENEFITS	111460.98
BRAN&BKM SVCS	
HOURS	1968
FTE	49.2
WAGES	706684.33
WAGES/BENEFITS	782571.86
GEORGETOWN	
HOURS	484
FTE	12.1
WAGES	167678.22
WAGES/BENEFITS	185165.06
HARLAN	
HOURS	40
FTE	1
WAGES	15801.30
WAGES/BENEFITS	17642.15
HESSEN CASSEL	
HOURS	185
FTE	4.625
WAGES	61719.98
WAGES/BENEFITS	68161.91
LITTLE TURTLE	
HOURS	296
FTE	7.4
WAGES	103070.92
WAGES/BENEFITS	114391.37
MONROEVILLE	
HOURS	60
FTE	1.5
WAGES	22226.69
WAGES/BENEFITS	24543.94
NEW HAVEN	
HOURS	122
FTE	3.05
WAGES	46598.15
WAGES/BENEFITS	51513.21
PONTIAC	
HOURS	80
FTE	2
WAGES	28274.73
WAGES/BENEFITS	31568.74
SHAWNEE	
HOURS	285
FTE	7.125
WAGES	100081.59
WAGES/BENEFITS	110748.06

POSITION NUMBER	POSITION TITLE	EMPLOYEE NAME	POSITION GRADE	FULL TIME PART TIME	FULL TIME EQUIVALENT	WAGES/SALARY	FICA	PERF	TOTAL WAGES/BENEFITS
220	BRAN MGR	FISHER	7	40	1	22121.37	1581.68	995.46	24698.51
221	BRAN ASST	HOFFMAN	4	40	1	12096.08	864.87	544.32	13505.28
222	BRAN CLK	BECKMAN	3	40	1	10870.27	777.22	489.16	12136.66
223	BRAN CLK	BAYER	3	24	.6	6522.16	466.33		6988.50
224	BRAN CLK	SCHNEIDER,E	3	20	.5	5435.14	388.61		5823.75
225	PAGING		1	20	.5	4403.21	314.83		4718.04
230	BRAN MGR	STAUFFER	E	40	1	15801.30	1129.79	711.06	17642.15
240	DIV MGR	LEHMAN	8	40	1	31231.20	2233.03	1405.40	34869.63
241	FINAN ASST	SILLS	4	40	1	16027.02	1145.93	721.22	17894.17
242	FINAN CLK	???????????	3	40	1	10870.27	777.22	489.16	12136.66
250	DIV MGR	HOLLY	8	40	1	31231.20	2233.03	1405.40	34869.63
251	PERSONNEL ASST	SCHLATTER	E	40	1	16027.02	1145.93	721.22	17894.17
252	VOLUNTEER MGR	ARNOLDY	7	40	1	18345.60	1311.71	825.55	20482.86
253	SECY/RECPT	MCINTOSH	3	40	1	10870.27	777.22	489.16	12136.66
260	DIV MGR	MILNE	8	40	1	31231.20	2233.03	1405.40	34869.63
261	PUB INFO ASST	SPRUNGER	E	40	1	17184.54	1228.69	773.30	19186.54
265	DEPT MGR	RUST	7	40	1	22121.37	1581.68	995.46	24698.51
266	PRIN SVCS SPVS	DENNIS	4	40	1	12096.08	864.87	544.32	13505.28
267	PRIN SVCS ASST	VICE	3	40	1	10870.27	777.22	489.16	12136.66
268	PUB INFO CLK	???????????	3	40	1	10870.27	777.22	489.16	12136.66
270	DIV MGR	FORTRIEDE	8	40	1	36964.20	2642.94	1663.39	41270.53
271	SECY	??????????	E	40	1	14157.62	1012.27	637.09	15806.98
280	DEPT MGR	ISCA	7	40	1	22121.37	1581.68	995.46	24698.51
281	ASST DEPT MGR	CLINKENBEARD	E	40	1	16605.76	1187.31	747.26	18540.33
282	DEPT LIBRN	KOHLMEYER	E	20	.5	8013.51	572.97	360.61	8947.08
283	DEPT LIBRN	BRADEN/CHAPMAN	E	40	1	16027.02	1145.93	721.22	17894.17
284	ASST DEPT MGR	MOTSINGER	E	40	1	16605.76	1187.31	747.26	18540.33
285	DEPT CLK	BACHLE	3	25	.625	6793.92	485.77		7279.68
288	DESK ATTD		1	100	2.5	22016.03	1574.15		23590.18
290	DEPT CLK	BUSCHER	3	20	.5	5435.14	388.61		
300	DEPT MGR	DICKMEYER	7	40	1	24076.42	1721.46	1083.44	26881.32
301	DEPT LIBRN	FREDRICK	E	40	1	14157.62	1012.27	637.09	15806.98
302	DEPT LIBRN	ECKMAN	E	40	1	17696.16	1265.28	796.33	19757.77
303	DEPT LIBRN	ASCHLIMAN	E	40	1	16027.02	1145.93	721.22	17894.17
304	DEPT LIBRN	CONKLIN	E	40	1	16027.02	1145.93	721.22	17894.17
305	** ASST DEPT MGR	ROSE	E	40	1	18853.68	1348.04	848.42	21050.14
306	DEPT CLK	BROWN,CAROL	3	40	1	10870.27	777.22	489.16	12136.66
307	PER RM SPVS	GAINES,R	4	40	1	13590.44	971.72	611.57	15173.73
308	PER RM ATTD	TACKITT	3	20	.5	5435.14	388.61		5823.75
309	PER RM ATTD	YOUNG	3	20	.5	5435.14	388.61		5823.75
310	PER RM ATTD	???????????	3	20	.5	5435.14	388.61		5823.75
320	DEPT MGR	HAGGENJOS	7	40	1	24076.42	1721.46	1083.44	26881.32
321	ASST DEPT MGR	GOMEZ		40	1	17184.54	1228.69	773.30	19186.54
322	DEPT LIBRN	SHERWIN		40	1	14157.62	1012.27	637.09	15806.98
323	DEPT CLK	ROEMBKE,J	3	40	1	10870.27	777.22	489.16	12136.66
324	DEPT CLK	RICHTER	3	20	.5	5435.14	388.61		5823.75
325	DEPT CLK	VOORS	3	40	1	10870.27	777.22	489.16	12136.66
326	DEPT CLK	DOYAL	3	20	.5	5435.14	388.61		5823.75
327	PAGING		1	20	.5	4403.21	314.83		4718.04

TECUMSEH	
HOURS	152
FTE	3.8
WAGES	52752.01
WAGES/BENEFITS	58454.89
WAYNEDALE	
HOURS	184
FTE	4.6
WAGES	61448.22
WAGES/BENEFITS	67870.72
WOODBURN	
HOURS	40
FTE	1
WAGES	15801.30
WAGES/BENEFITS	17642.15
FINANCIAL SVCS	
HOURS	120
FTE	3
WAGES	58128.49
WAGES/BENEFITS	64900.46
PERSONNEL SVCS	
HOURS	160
FTE	4
WAGES	76474.09
WAGES/BENEFITS	85383.32
PUB INFO SVCS	
HOURS	240
FTE	2.55
WAGES	104373.73
WAGES/BENEFITS	116533.27
PRINT SVCS	
HOURS	120
FTE	3
WAGES	45087.72
WAGES/BENEFITS	50340.44
PUBLIC SVCS	
HOURS	3576.5
FTE	89.4125
WAGES	1211385.85
WAGES/BENEFITS	1333732.02
AMAV SVCS	
HOURS	325
FTE	8.125
WAGES	113618.50
WAGES/BENEFITS	119490.28

POSITION NUMBER	POSITION TITLE	EMPLOYEE NAME	POSITION GRADE	FULL TIME PART TIME	FULL TIME EQUIVALENT	WAGES/SALARY	FICA	PERF	TOTAL WAGES/BENEFITS
340	DEPT MGR	CLEGG	7	40	1	24076.42	1721.46	1083.44	26881.32
341	ASST DEPT MGR	WITCHER	E	40	1	18375.00	1313.81	826.87	20515.69
342	DEPT LIBRN	BEATTY	E	40	1	17696.16	1265.28	796.33	19757.77
343	DEPT LIBRN	BOURNE	E	40	1	16027.02	1145.93	721.22	17894.17
344	LBRN/WFRM SPVS	???????????	E	40	1	14157.62	1012.27	637.09	15806.98
345	MICRO SPVS	MCCORD	4	40	1	12096.08	864.87	544.32	13505.28
346	DEPT CLK	DENNISON	3	40	1	10870.27	777.22	489.16	12136.66
347	PAGE	STUART	1	40	1	8806.41	629.66	396.29	9832.36
348	PAGE	HICKS	1	40	1	8806.41	629.66	396.29	9832.36
349	PAGING		1	110	2.75	24217.63	1731.56		25949.19
360	DEPT MGR	DEANE	7	40	1	24076.42	1721.46	1083.44	26881.32
361	ASST DEPT MGR	RIEHM	E	40	1	18853.68	1348.04	848.42	21050.14
362	DEPT LIBRN	MICHAEL	E	40	1	14157.62	1012.27	637.09	15806.98
363	DEPT LIBRN	MCCAFFERY	E	40	1	16027.02	1145.93	721.22	17894.17
364	DEPT LIBRN	HALL	E	40	1	16027.02	1145.93	721.22	17894.17
365	DEPT LIBRN	ROGERS	E	40	1	17696.16	1265.28	796.33	19757.77
366	DEPT LIBRN	PALLONE	E	40	1	17696.16	1265.28	796.33	19757.77
367	TB ASST	ALLMINDINGER	4	40	1	12096.08	864.87	544.32	13505.28
368	TB CLK	FREDERICK	2	30	.75	7584.07	542.26	341.28	8467.62
369	DEPT CLK	ZILZ	3	40	1	10870.27	777.22	489.16	12136.66
371	DEPT CLK	DALEY	3	20	.5	5435.14	388.61		5823.75
372	RESV CLK	KNUTH	4	40	1	12096.08	864.87	544.32	13505.28
380	DEPT MGR	ROWE,R	7	40	1	22121.37	1581.68	995.46	24698.51
381	ASST DEPT MGR	WILLIAMS,M	E	40	1	18853.68	1348.04	848.42	21050.14
382	PB ACCESS CORD	MOLLBERG	E	40	1	16027.02	1145.93	721.22	17894.17
383	PROGRMR	ABBOTT	E	40	1	15801.30	1129.79	711.06	17642.15
384	PRODUCT ASST	CURTIS	3	40	1	10870.27	777.22	489.16	12136.66
400	DEPT MGR	HENNING	7	40	1	22121.37	1581.68	995.46	24698.51
401	ASST DEPT MGR	PARRISH	E	40	1	17184.54	1228.69	773.30	19186.54
402	DEPT LIBRN	COLLIS	E	40	1	16027.02	1145.93	721.22	17894.17
403	DEPT LIBRN	ZYCH	E	25	.625	8848.51	632.67		9481.18
404	DEPT CLK	MANSFIELD	3	16	.4	4348.11	310.89		4659.00
405	DEPT CLK	DAVIS	3	20	.5	5435.14	388.61		5823.75
408	DEPT LIBRN		E	4	.1	1415.76	101.23		1516.99
409	DEPT CLK	??????????	3	20	.5	5435.14	388.61		5823.75
440	DEPT MGR	BROOKS,R	7	40	1	22121.37	1581.68	995.46	24698.51
441	SPVS/ASST MGR	WOLF	4	40	1	12096.08	864.87	544.32	13505.28
443	STGE SPVS	HART,D	4	40	1	13590.44	971.72	611.57	15173.73
445	COLLECT	GATER	4	40	1	14157.62	1012.27	637.09	15806.98
446	SHIFT LDR	DALTON	3	40	1	10870.27	777.22	489.16	12136.66
447	OVRDS CLK	OBRINGER	3	40	1	10870.27	777.22	489.16	12136.66
448	OVRDS CLK	ARCHER	3	40	1	10870.27	777.22	489.16	12136.66
449	OVRDS CLK	PETERSON	3	40	1	10870.27	777.22	489.16	12136.66
450	CLRCL ASST	STRAIN	3	20	.5	5435.14	388.61		5823.75
451	CLRCL ASST	??????????	3	20	.5	5435.14	388.61		5823.75
452	REGIS CLK	BROOKS,E	3	40	1	10870.27	777.22	489.16	12136.66
453	CLRHSE CLK	ROEMBKE,D	3	40	1	10870.27	777.22	489.16	12136.66
455	STGE SHIFT LDR	MURRAY	2	40	1	10112.10	723.01	455.04	11290.16
456	STGE SHIFT LDR	RAJEWSKI	2	40	1	10112.10	723.01	455.04	11290.16
457	SHIFT LDR	GLOSSON	3	28	.7	7609.19	544.06		8153.25
458	SHIFT LDR	EDMONDS	3	28	.7	7609.19	544.06		8153.25
459	PAGING		1	280	7	61644.89	4407.61		66052.49
460	DESK ATTD		1	270.5	6.7625	59553.36	4258.07		63811.43
461	OVRDS CLK	??????????	3	20	.5	5435.14	388.61		5823.75
462	FILER	??????????	1	20	.5	4403.21	314.83		4718.04
463	FILER	??????????	1	20	.5	4403.21	314.83		4718.04
464	COLLECTOR	??????????	3	20	.5	5435.14	388.61		5823.75

HOURS & FTE WAGES/BENEFITS	
BUS&TECH DEPT	
HOURS	380
FTE	9.50
WAGES	147604.04
WAGES/BENEFITS	164066.17
CHILD SVCS	
HOURS	260
FTE	6.50
WAGES	92432.59
WAGES/BENEFITS	102513.68
GENEAL DEPT	
HOURS	470
FTE	11.75
WAGES	155129.03
WAGES/BENEFITS	176829.80
READERS SVCS	
HOURS	450
FTE	11.25
WAGES	172615.73
WAGES/BENEFITS	192480.88
COMMUN TV	
HOURS	200
FTE	5
WAGES	83673.64
WAGES/BENEFITS	93421.62
YNG ADULT SVCS	
HOURS	205
FTE	5.125
WAGES	80815.58
WAGES/BENEFITS	89083.88
CIRC SVCS	
HOURS	1206.5
FTE	30.1625
WAGES	314374.91
WAGES/BENEFITS	343486.22
SUPPORT SVCS	
HOURS	1191
FTE	29.775
WAGES	362186.80
WAGES/BENEFITS	384132.54
HSEKPING SVCS	
HOURS	546
FTE	13.65
WAGES	147425.71
WAGES/BENEFITS	152993.38
MAINTNCE SVCS	
HOURS	160
FTE	4

POSITION NUMBER	POSITION TITLE	EMPLOYEE NAME	POSITION GRADE	FULL TIME PART TIME	FULL TIME EQUIVALENT	WAGES/SALARY	FICA	PERFWAGES/BENEFITS	TOTAL		HOURS & FTE WAGES/BENEFITS
430	DIV MGR	JOHNSON,E	8	40	1	31231.20	2233.03	1405.40	34869.63	WAGES	58759.08
431	PURCHAS CLK	ANDREWS	4	40	1	14157.62	1012.27	637.09	15806.98	WAGES/BENEFITS	65604.51
432	PURCHAS ASST	CONNIN	2	20	.5	5056.05	361.51		5417.56		
444	MAIL CLK	SCHNURR	4	40	1	12096.08	864.87	544.32	13505.28	SECURITY SVCS	
454	COURIER	GAINES,A	3	40	1	10870.27	777.22	489.16	12136.66	HOURS	305
470	DEPT MGR	HOLDERMAN	7	40	1	18749.51	1340.59	843.73	20933.83	FTE	7.625
471	LD PER	MASK	3	40	1	10870.27	777.22	489.16	12136.66	WAGES	82590.79
472	HSEKP	????????????	2	40	1	10112.10	723.01	455.04	11290.16	WAGES/BENEFITS	83798.54
474	HSEKP	NOACK	2	40	1	10112.10	723.01	455.04	11290.16		
477	HSEKP	HARROW	2	40	1	10112.10	723.01	455.04	11290.16	TECHNICAL SVCS	
478	HSEKP		2	276	6.9	69773.47	4988.80		74762.27	HOURS	1005
480	HSEKP	RUTHERFORD	2	40	1	10112.10	723.01	455.04	11290.16	FTE	25.125
481	HSEKP	VANCE	2	30	.75	7584.07	542.26	341.28		WAGES	347260.06
500	SCDU ENGNR	SCHELL	7	40	1	22752.21	1626.78	1023.85	25402.84	WAGES/BENEFITS	386823.14
501	MAINTEN TECH	CRICK	4	40	1	12568.30	898.63	565.57	14032.51		
502	MAINTEN TECH	UNDERWOOD	3	40	1	10870.27	777.22	489.16	12136.66	CTLGNG SVCS	
503	MAINTEN TECH	VARDAMAN	4	40	1	12568.30	898.63	565.57	14032.51	HOURS	220
520	DEPT SPVS	SPALLONE	4	40	1	14157.62	1012.27	637.09	15806.98	FTE	5.5
521	SWITCHBD OPER	WILLIAMS,C	3	40	1	10870.27	777.22	489.16	12136.66	WAGES	95912.10
522	SWITCHBD OPER	SCOTT, P	3	16	.4	4348.11	310.89		4659.00	WAGES/BENEFITS	107085.86
523	SEC OFCR		2	189	4.725	47779.66	3416.25		51195.90		
524	SEC LD PER	????????????	3	20	.5	5435.14				ACQ SVCS	
										HOURS	205
540	DIV MGR	HARTZELL	8	40	1	31231.20	2233.03	1405.40	34869.63	FTE	5.125
541	DEPT MGR	??????????	7	40	1	22121.37	1581.68	995.46	24698.51	WAGES	66876.73
542	CTLGR	REARDON	E	40	1	17696.16	1265.28	796.33	19757.77	WAGES/BENEFITS	74117.56
543	CTLGR	ROE	E	40	1	16027.02	1145.93	721.22	17894.17		
544	CTLGR	WILLIAMS,H	E	40	1	16027.02	1145.93	721.22	17894.17	PROCESS SVCS	
545	CTLGR	DEVHOLT	E	40	1	16027.02	1145.93	721.22	17894.17	HOURS	540
546	CTLGR	POMEMEYER	E	20	.5	8013.51	572.97	360.61	8947.08	FTE	13.5
550	DEPT MGR	MOULTON	7	40	1	18749.51	1340.59	843.73	20933.83	WAGES	153240.03
551	SPVS	RIGGOA	4	40	1	14157.62	1012.27	637.09	15806.98	WAGES/BENEFITS	170750.09
552	CLK/TYPE	ANGEL	3	40	1	10870.27	777.22	489.16	12136.66		
553	CLK/TYPE	EISENMANN	3	40	1	10870.27	777.22	489.16	12136.66	INTERDIVISIONA	
554	MOVE CLK	RAUCH	3	25	.625	6793.92	485.77		7279.68	HOURS	80
555	CLK/TYP	????????????	3	20	.5	5435.14	388.61		5823.75	FTE	2
560	DEPT MGR	PATTEN	7	40	1	18749.51	1340.59	843.73	20933.83	WAGES	40769.01
561	SPVS	SCOTT,N	4	40	1	13273.28	949.04	597.30	14819.62	WAGES/BENEFITS	45518.60
562	CLK/TYPE	BOSHLES	3	40	1	10870.27	777.22	489.16	12136.66		
563	CLK/TYPE	DANSLER	3	40	1	10870.27	777.22	489.16	12136.66		
564	CLK TYPE	COATS	3	40	1	10870.27	777.22	489.16	12136.66		
565	CLK/TYPE	PENAGY	3	40	1	10870.27	777.22	489.16	12136.66		
566	CLK/TYPE	TIMINSKY	3	40	1	10870.27	777.22	489.16	12136.66		
567	CLK/TYPE	SLONIAWSKI	3	32	.8	8696.22	621.78	391.33	9709.33		
568	CLK TYPE	EWANY	3	28	.7	7609.19	544.06		8153.25		
569	PROCESS CLK	BANDELIER	2	40	1	10112.10	723.01	455.04	11290.16		
570	PROCESS CLK	BENDER	2	40	1	10112.10	723.01	455.04	11290.16		
571	PROCESS CLK	FITCH	2	40	1	10112.10	723.01	455.04	11290.16		
572	PROCESS CLK	TUCKER	2	40	1	10112.10	723.01	455.04	11290.16		
573	PROCESS CLK	WILMOTT	2	40	1	10112.10	723.01	455.04	11290.16		
580	BIBLIOGRAPHER	SEAGLY	7	40	1	26611.39	1902.71	1197.51	29711.61		
581	FLOATER	????????????	E	40	1	14157.62	1012.27	637.09	15806.98		
600	CONTINGENCY						0.00	0.00	0.00		
601	SUMMER STAFF					100000.00	7150.00	4500.00	111650.00		
602	TEMP STAFF					38913.00	2782.28		41695.28		
	LOCK					-31044.00					
	TOTALS			3460.5	211.5125	3114762.06	224550.82	113571.08	3464401.46		

ACPL
LLEN COUNTY
IBLIC LIBRARY
) WEBSTER STREET
RT WAYNE, INDIANA
802: (219) 424-7241
LING ADDRESS: BOX 2270
RT WAYNE, INDIANA 46801

AGENDA ITEM 13
Requested Action: Hiring of Attorney and Consulting Engineer

We propose that the Board retain G. Stanley Hood as its attorney for 1986 on the same basis as in previous years. Mr. Hood charges the Library at the rate of $75.00 per hour for services performed, plus expenses.

We recommend that the Board not retain a consulting engineer for 1986, but that the Board hire such services, at prevailing rates, when and as needed. Under the current arrangment, the engineer is paid $100 per month plus $40.00 per hour when services are actually performed. Through October, payments totaled $960.00, but we had used the services of the consulting engineer for only four hours. Hiring an engineer only when needed will result in a significant reduction of expenses.

ESTIMATE AND REQUEST OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

To: The Board of Trustees

A necessity exists for the purchase of an automated library system, the purchase of which system would be a benefit to the County and its citizens. The estimated cost of said purchase, and the incidental and necessary expenses incurred in connection therewith, in the issuance of bonds on account thereof, is Two Million Nine Hundred Fifty Thousand Dollars ($2,950,000).

Dated this 11th day of December, 1985.

THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

By: _____
President

By: Mary Loehlinger
Secretary

Dated: December 30, 1985

RESOLUTION OF THE ALLEN COUNTY PUBLIC LIBRARY, BOARD OF LIBRARY TRUSTEES, CONCERNING THE ADDITIONAL APPROPRIATION OF FUNDS FOR THE PURPOSE OF FUNDING THE PURCHASE OF AN AUTOMATED LIBRARY SYSTEM, INCLUDING THE COMPUTERS AND SOFTWARE THEREFOR, AS WELL AS THE CONSTRUCTION AND ALTERATION OF THE LIBRARY FACILITIES TO ACCOMMODATE SAID EQUIPMENT AND TO PAY THE INCIDENTAL EXPENSES NECESSARY TO BE INCURRED IN CONNECTION THEREWITH ON ACCOUNT OF THE ISSUANCE OF THE BONDS THEREFOR.)

WHEREAS, a petition for the issuance of bonds to provide funds for the purchase of an automated library system, including the computers and software therefor, as well as the construction and alteration of the library facilities to accommodate said equipment and pay the incidental expenses necessary to be incurred in connection therewith on account of the issuance of the bonds therefor (the project) has been filed with the Board, and

WHEREAS, the President of the Board has filed an estimate with the Board showing that the cost of the above-referenced project, including the incidental expenses necessary to be incurred in connection therewith and the issuance of the bonds therefore, will be approximately Two Million Nine Hundred Fifty Thousand Dollars ($2,950,000.00) and the Board will be required to appropriate said funds,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Library Trustees of the Allen County Public Library:

Section 1. The sum of Two Million Nine Hundred Fifty Thousand Dollars ($2,950,000.00) out of the proceeds of the bonds approved heretofore is hereby appropriated for the application of said funds to the purchase of an automated library system, including the computers and software therefor, as well as the construction and alteration of the library facilities to accommodate said equipment and to pay the incidental expenses necessary to be incurred in connection therewith on account of the issuance of the bonds therefor.

This resolution read, considered and adopted by the Board of Library Trustees of The Allen County Public Library on this 30th

day of December, 1985.

THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Patricia Beer

Mary Koehlinger

Mark McMahan

Rae Sale

Janice Y. Tarkowski

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

IN THE MATTER OF ISSUING BONDS FOR THE PURPOSE OF FUNDING THE PURCHASE OF AN AUTOMATED LIBRARY SYSTEM, INCLUDING THE COMPUTERS AND SOFTWARE THEREFOR, AS WELL AS THE CONSTRUCTION AND ALTERATION OF THE LIBRARY FACILITIES TO ACCOMMODATE SAID EQUIPMENT AND TO PAY THE INCIDENTAL EXPENSES NECESSARY TO BE INCURRED IN CONNECTION THEREWITH ON ACCOUNT OF THE ISSUANCE OF THE BONDS THEREFOR	)

Comes now the Auditor of Allen County, and reports that the notices to commence the remonstrance period first appeared in the Fort Wayne Newspapers on the 13th day of December, 1985. The Auditor further advised that to date no remonstrances had been filed. The Auditor advised the Trustees that the time for filing of remonstrances by taxpayers against the issuance of the bonds authorized by the ordinance adopted December 11, 1985 was the 27th day of January, 1986. The Trustees, being duly advised, find that the proceedings for the issuance of the bonds in the sum of Two Million Nine Hundred Fifty Thousand Dollars ($2,950,000.00), for the purpose of funding the purchase of an automated library system, including the computers and software therefor, as well as the construction and alteration of the library facilities to accommodate said equipment and to pay the incidental expenses necessary to be incurred in connection therewith on account of the issuance of the bonds therefor, are in the appropriate form and taken in accordance with the provisions of the governing statutes. Further, the Board finds that should no remonstrances be filed with the Auditor on or before the above-referenced date, the following shall apply, otherwise, said remonstrances shall be presented to the Board and the Board shall determine the sufficiency of same:

IT IS THEREFORE, ORDERED:

That said bonds be designated as "The Allen County Public Library Bonds of 1985", be originally issued under the date of December 31, 1985, bear interest at the rate or rates not exceeding ten percent (10%) per annum (the exact rate to be determined by bidding), which interest shall be payable

commencing January 1, 1987 and thereafter interest shall be paid semi-annually until the principal shall be fully paid. Said bonds shall be issued in the denominations of Five Thousand Dollars ($5,000.00), or integral multiples thereof, and shall mature and be payable in the year and amounts as follows:

1/1/88	$ 90,000
1/1/89	100,000
1/1/90	105,000
1/1/91	115,000
1/1/92	125,000
1/1/93	325,000
1/1/94	350,000
1/1/95	385,000
1/1/96	415,000
1/1/97	450,000
1/1/98	490,000

Bonds maturing on or after January 1, 1995 are redeemable on July 1, 1994 or any interest payment dated thereafter with a redemption premium of two percent (2%). Other than set forth above, said bonds shall not be redeemable prior to maturity. The bonds initially delivered to purchaser shall bear the original issue date, which shall be the first (1st) day of the month in which the bonds are sold, and the date of authentication of such bond. Bonds authenticated on or before the fifteenth (15th) day of the month preceding the first interest payment shall bear interest from the original interest date. Each bond authenticated thereafter shall bear interest from the interest payment date to which interest has been paid next preceding the date on which it is authenticated, unless it is authenticated on or after the sixteenth (16th) day of the month immediately preceding the payment date, in which case it shall bear interest from such interest payment date. If at the time of the authentication of any bond interest is in default thereon, such bond shall bear interest from the date on which the interest has been paid in full.

The Board shall appoint by resolution a Registrar and Paying

Agent and said Registrar and Paying Agent is hereby charged with the responsibility of authenticating bonds.

Interest shall be payable by check mailed by first-class mail one (1) business day prior to the interest payment date or delivered on the interest payment date to any person in whose name such bond is registered on the bond registers maintained at the Office of the Registrar, or successor, paying agent, or registrar, as of the fifteenth (15th) day of the month preceding such interest payment. The principal on the bond shall be payable upon presentation of the bonds at the principal Office of the Registrar in Fort Wayne, Indiana, in lawful money of the United States of America.

The bonds are transferable or exchangeable by the registered owner at the Office of the Registrar upon surrender and cancellation of a bond and upon presentation of a duly executed written instrument of transfer, and thereupon a new bond or bonds of the same aggregate principal amount and maturity and in authorized denominations will be issued to the transferee or transferees in exchange therefore. The Registrar shall not be obligated to make any exchange or transfer of any bonds submitted during the fifteen (15) days immediately preceding an interest payment date on the bonds. The Allen County Public Library, and the Registrar and paying agent for the bonds may treat the person in whose name the bonds are registered as the absolute owner thereof for all purposes.

Said bonds shall be in substantially the following form, all blanks to be properly filled in prior to delivery:

UNITED STATES OF AMERICA

(Number) State of Indiana County of Allen $ (Bond Denomination)

THE ALLEN COUNTY PUBLIC LIBRARY
BONDS OF 1985

Interest Rate	Maturity Date	Original Issue Date (Month of Sale)	CUSIP (Optional)

Registered Owner:

Principal Sum:

FOR VALUE RECEIVED, The Allen County Public Library, Fort Wayne, Indiana, promises to pay the registered owner or registered assigns thereof the principal sum set forth above on the maturity date set forth above, with interest thereon at the rate set forth above from the date hereof to the time of payment,

which interest is payable semi-annually on the first day of January and July in each year, beginning January 1, 1987.

The principal of this bond is payable in lawful money of the United States of America at the Office of the Registrar. Interest on this bond shall be paid by check mailed one business day before the interest payment date or delivered on the interest payment date to the registered owner hereof at the address as it appears on the fifteenth day of the month preceding such interest payment date on the registration books kept by the Registrar or at such other address as is provided to the Paying Agent in writing by the registered owner. All payments on the bond shall be made in any coin or currency of the United States of America, which on the dates of such payment, shall be legal tender for the payment of public and private debts.

This bond is one of a total issue aggregating Two Million Nine Hundred Fifty Thousand Dollars ($2,950,000.00), of like date, denomination, tenor and effect, except as to numbering, interest rates, and dates of maturity, numbered from R-1 up issued by The Allen County Public Library pursuant to and in accordance with an ordinance of The Allen County Public Library adopted on December 11, 1985 and the subsequent order of The Allen County Public Library dated December 30, 1985, and in strict conformity with Title 20, Article 14, Chapter 3, Section 7 and Title 6, Article 1.1, Chapter 20, Section 1 et seq. of the Indiana Code, for the purpose of procuring funds for the purchase of an automated library system, including the computers and software therefor, as well as the construction and alteration of the library facilities to accommodate said equipment and to pay the incidental expenses necessary to be incurred in connection therewith on account of the issuance of the bonds therefor.

This bond is transferable or exchangeable only upon the registration books of The Allen County Public Library kept for those purposes at the Office of the Registrar, (Registrar's name and address), by the registered owner thereof, or by his attorney duly authorized in writing, upon surrender of his bond together with a written instrument of transfer or exchange satisfactory to the Registrar duly executed by the registered owner or his attorney duly authorized in writing, and thereupon a new fully registered bond or bonds in the same aggregate principal amount and of the same maturity, shall be executed and delivered in the name of the transferee or transferees or to the registered owner, as the case may be, in exchange therefor. THE REGISTRAR SHALL NOT BE OBLIGATED TO MAKE ANY EXCHANGE OR TRANSFER OF THIS BOND DURING THE FIFTEEN (15) DAYS PRECEDING AN INTEREST PAYMENT DATE. The Board of Library Trustees and any Paying Agent for said bond may treat and consider the person in whose name this bond is registered as the absolute owner thereof for all purposes including for the purpose of receiving payment of, or on account of, the principal hereof and interest due hereon.

The bonds of this issue are issuable only in registered form in the denomination of $5,000.00 or any integral multiples thereof.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the execution, issuance and delivery of this bond have been done and performed in the regular and due form as provided by law, and that this bond and said total issue of said bonds is within every limit of indebtedness prescribed by the constitution and laws of the State of Indiana. The full faith and credit of The Allen County Public Library, of Allen County, Indiana, together with all of the taxable property within the jurisdiction of said Library, both real and personal, are hereby irrevocably pledged to the punctual payment of the principal and interest of this bond according to its terms.

IN WITNESS WHEREOF, The Allen County Public Library, by its Board of Library Trustees, has caused said bond to be issued and signed in its corporate name by the facsimile signatures of

its duly appointed, qualified and acting Trustees, and attested by the facsimile signature of said Allen County's duly electing and acting County Auditor, as of the 31st day of December, 1985.

THE ALLEN COUNTY PUBLIC LIBRARY,
BOARD OF LIBRARY TRUSTEES

_____

_____

_____

_____

_____

_____

_____

ATTEST:

_____
Auditor, Allen County

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned ordinance and order.

AUDITOR (REGISTRAR) OF ALLEN COUNTY, INDIANA

By:_____
Authorized Representative

ASSIGNMENT

FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto _____ this bond and all rights thereunder, and hereby irrevocably constitutes and appoints _____, attorney, to transfer the within bond on the books kept for the registration thereof with full power of substitution in the premises.

Dated:_____

_____
NOTE: The signature to this assignment must correspond with the name as it appears on the face of the within bond in every particular, without alteration or enlargement or any change whatsoever.

Signature guaranteed by:

_____

_____

IT IS FURTHER ORDERED that the County Auditor cause to be published notice of the sale of said bonds as provided by law as soon as the remonstrance period has expired and the incurring of additional appropriations have been approved by the appropriate state agencies.

Adopted this 30th day of December, 1985.

THE ALLEN COUNTY PUBLIC LIBRARY,
BOARD OF LIBRARY TRUSTEES

Patricia Beer

Mary Koehlinger

Jean McNelem

Rae Gates

James V. Hanamayer

ATTEST:

Gloria J. Goeglein, Auditor
of Allen County

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; Now, Therefore:

Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the fund herein named and for the purpose herein specified, subject to the laws governing the same:

BOND AND INTEREST REDEMPTION FUND	AMOUNT APPROPRIATED
Library Automation	$2,950,000.00
TOTAL	$2,950,000.00

Presented to the Allen County Public Library Board, read in full and adopted this 30th day of December 1985, by the following aye and nay vote.

AYE	NAY
Mary Koehlinger	
Dean McMahan	
[illegible]	
[illegible]	
James R. Hanauyer Jr	

ATTEST:

Mary Koehlinger

Mary Koehlinger
Secretary for 1986 Board of Library Trustees

ACPL
LLEN COUNTY
IBLIC LIBRARY
) WEBSTER STREET
RT WAYNE, INDIANA
802: (219) 424-7241
LING ADDRESS: BOX 2270
RT WAYNE, INDIANA 46801

AGENDA ITEM 17
Requested Action: Adoption of Fringe Benefit Wage Reporting Basis

FRINGE BENEFIT WAGE REPORTING BASIS

The IRS and SSA require that we adopt a periodical reporting of taxable fringe benefit wages. We recommend reporting such amounts on an annual basis only. Currently the only item we are reporting is $3.00 per workday for the Director's commuting automobile.

American
Library
Trustee
Association

Certificate of Affiliation

Allen County Public Library

Library name

ALTA

1985
Date

Herbert A. Davis
President

Affiliate

HECKMAN
BINDERY INC.
JULY 94
Bound-To-Please®
N. MANCHESTER,
INDIANA 46962